



Department of Health

INVITATION TO TENDER FOR THE PROVISION OF: SOCIAL WORK QUALIFICATION VERIFICATION

Deadline: 28/08/2015 – 16:00:00

ITT Reference: 59953

PART B – Tender Schedules
(To be returned by Tenderers)

Schedule One: Specification

1. EXECUTIVE SUMMARY

The College of Social Work (TCSW) will close by the 30th September 2015. The Department (here-after referred to as the Authority) is seeking to protect its previous investment by ensuring that Government funded programmes and products remain available to the sector. This tender is for one specific existing function currently carried out by TCSW and the period of the proposed Contract is two years.

The Qualification Verification function was transferred to TCSW in the General Social Care Council (GSCC) Transfer order in September 2012. TCSW holds the records of qualifications awarded by the Central Council for Education and Training of Social Workers (CCETSW) and GSCC from 1973 onwards.

This function allows social workers to verify the details of their qualification. The verification letter is a uniquely identifiable document which specifically identifies the qualification obtained, qualification date, training establishment attended, and the named recipient of an award (as at the time of qualification). The format is flexible but this is the minimum level of information required.

2. THE REQUIREMENT

Social workers awarded the Diploma in Social Work or predecessor qualification(s), who no longer have their certificate and require evidence of their qualification, currently can submit a request to TCSW for verification of their qualification.

The supplier will host the legacy data base that transferred to TCSW from the General Social Care Council (GSCC) and will provide verifications to social workers who need/want to demonstrate that they have an appropriate professional qualification for social work in England, where the qualification is seen to be held. The data is currently held in an Excel format and is made up of several data sets. The database will not be publicly accessed, nor is the content of the file expected to change. The supplier will hold the data for the period of the contract and the authority will retain ownership and a copy of the data.

On receipt of a request for checking for qualification status the supplier will:

- Promptly acknowledge receipt of the application;
- check carefully that all relevant information has been provided, following up where further information is required;
- a proportion of addresses against requests made could be out of date and require further checking to ensure accuracy.
- check the database for information about the individual's qualification status; if the person is registered, note the request on their record

- prepare and send a letter of verification where the individual is shown to hold the qualification. Tenderers may propose the format (e.g. email) but the letter needs to be of sufficient quality and acceptable to an Employer.

The rate of requests for verification is currently estimated at 5 per month (120 over a two year period).

Although volumes cannot be guaranteed, the volumes of requests are currently not expected to increase.

The current quality standard is a 5 working day initial response time to enquiries. The whole verification process can take up to 20 working days from initial enquiry. However responses rarely take 20 days and are usually processed much more quickly.

Tenderers are invited to propose suitable Key Performance Indicators (KPI's) in their response.

The current qualification verification service is on the TCSW website and we require as part of proposals, details on sign-posting the future service to potential users, to ensure that the process and procedure is clear to those who wish to use the service to verify the details of their qualification.

The Qualification Verification Information is made up of several large datasets and tenderers should include in their bid how they propose to receive the data securely and efficiently from the authority to ensure that they are able to commence Service Provision smoothly and on time.

See annex i – award verifications for the list of UK qualifications eligible for a letter of verification. Note that not all of the qualifications on this list are recognised professional social work qualifications.

The proposed contract is for an initial two years in length however the Authority reserves the right to extend the contract for a further period of one year, subject to agreement by both parties and financial approval.

3. AUTHORITY RESPONSIBILITIES

The Authority will:

- (a) appoint a nominated Contract manager to oversee the work;
- (b) be responsible for funding the service specification and agreeing a project and budget plan.
- (c) Provide a copy of the data to enable the specification to be met.

4. CONTRACTOR RESPONSIBILITIES

The Supplier shall:

- (a) Appoint a Contract Manager to oversee the work and liaise with / report as the Authority requires to the Authorities Contract Manager;
- (b) Provide quarterly reports on progress in delivering the requirement to the Authorities Contract Manager, including number of requests from non-registered persons
- (c) Hold quarterly contract management meetings with the Authority, which may be via Video Conference or telephone if applicable, and in agreement with the Authority or as required.
- (d) Perform quality assurance on all aspects of the programme;
- (e) Provide the Authority with timely and ongoing evaluation and quality assurance information relating to the programme;
- (f) Provide on a monthly basis updates on costs;
- (g) Ensure compliance with the Data Protection Act.1988
- (h) Attend a post contract review with the Authority to review whether the objectives of the contract were met, present an analysis of requests and findings on volumes of requests and to review the benefits achieved and to identify any lessons learnt for future projects.
- (i) Provide a brief Annual written summary report.

5. CONTRACT MANAGEMENT AND MONITORING

The supplier will monitor their performance and meet the agreed KPIs and provide an exception report where the KPIs have not been met. Tenderers are invited to propose suitable KPIs in their response.

The Supplier should:

Monitor the quality of the service provision to ensure customer satisfaction in accordance with the key performance indicators outlined in the Contract, unless otherwise approved by the Authority Contract Manager;

6. TIMETABLE

The contract will start on the 21 September 2015 and be completed by 29 September 2017. The Authority reserves the right to extend the contract for a further year, subject to agreement by both parties and financial approval.

7. SKILLS AND KNOWLEDGE TRANSFER

Skills and Knowledge and skills should be transferred by lessons learned sessions between the Authority and the Supplier.

8. FURTHER INFORMATION

This function is currently carried out by TCSW business support staff with line management oversight.

Payment will be monthly in arrears subject to successful Contract Performance and receipt of correct and proper Invoice. Payment will be based on the volume of requests processed and invoiced, at the agreed unit rate per verification check.

Schedule One (a): Tenderer Response

SECTION A Organisation details

A.1 Tenderer name

Please confirm the name of the Tenderer*:

Tenderer Name:	The Social Care Institute for Excellence
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- Full name of organisation tendering (or of organisation acting as the lead contact where a consortium bid is being submitted)

A.2 Contact details*

Tenderers must provide contact details for this tender.

Contact Name*	Information redacted in line with section 40 of the FOIA
Telephone number	Information redacted in line with section 40 of the FOIA
Email address:	Information redacted in line with section 40 of the FOIA
Address:	First floor, Kinnaird House 1 Pall Mall East London SW1Y 5BP

- Contact is the person responsible for any queries relating to this proposal

A.3 Organisational status

Please confirm whether (or not) the Tenderer is a Small & Medium Enterprise¹ (SME).

The Tenderer is an SME (Yes / No)	YES
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¹ To be considered an SME, an organisation must have a headcount less than 250 Annual Work Units (anyone that has worked full-time within the enterprise, or on its behalf, during the reference year counts as one unit. Part-time staff, seasonal workers and those who did not work the full year are treated as fractions of one unit) **AND** a turnover less than €50 million **OR** annual balance sheet of €48 million.

SECTION B Solution Proposal

refer to table 2, Part A for evaluation intention, and evaluation criteria.

B.1 Overview

Tenderers must provide a concise summary highlighting the key aspects of the proposal.

(This response is not evaluated and should be used to contextualise the Tenderer's response.)

Response (maximum 250 words)
<p>The Social Care Institute for Excellence (SCIE) is the leading improvement support agency for social care and an independent charity working with adults', families' and children's care and support services across the UK. SCIE works with central Government and national stakeholders to improve the quality of care and support services.</p> <p>SCIE understand that social workers awarded the Diploma in Social Work or predecessor qualification(s), who no longer have their certificate and require evidence of their qualification, were able to submit a request to The College of Social Work (TCSW) for verification of their qualification up until 24th July 2015. SCIE are confident that we are able to take up this responsibility, provide continuity and a service that meets the key performance indicators specified.</p> <p>Drawing on expertise from across SCIE, we would bring together a team, with the necessary project management, administration and digital skills. The day to day delivery of the service would be led by an experienced coordinator and the verification team would be under the direction of the head of Delivery at SCIE.</p> <p>Our in-depth understanding of the requirements of this service as well as our resources and experience in managing data within the sector, mean that SCIE are ideally positioned to deliver on the requirements specified in the invitation to tender. SCIE are a trusted social care sector partner and have the necessary capacity, knowledge, experience, an extensive and stable information technology infrastructure and web site to respond to verification enquiries in a timely and secure manner.</p>

B.2 Leadership (10%)

Provide details of the qualifications and experience of the individual whose responsibility will be to ensure that the requirement is delivered.

Response (maximum 800 words)
<p>The contract manager with overall responsibility for the delivery of the verification service would be <i>Information redacted in line with section 40 of the FOIA.</i></p> <p><i>Information redacted in line with section 40 of the FOIA.</i></p> <p><i>Information redacted in line with section 40 of the FOIA.</i></p> <p><i>Information redacted in line with section 40 of the FOIA.</i></p> <p><i>Information redacted in line with section 40 of the FOIA</i> These included resources on assessment and eligibility, safeguarding, transitions, prevention and advocacy. <i>Information redacted in line with section 40 of the FOIA</i> which aims to provide information and guidance to those working with people with dementia. <i>Information redacted in line with</i></p>

Response (maximum 800 words)

section 40 of the FOIA has senior management responsibilities for a number of SCIE's project management systems- this includes current enquiries management processes, databases and related work streams.

In addition to his experience in managing high level, strategically important projects at SCIE, *Information redacted in line with section 40 of the FOIA* therefore is familiar with the processes required to run the service and what is necessary to ensure satisfactory response times.

B.3 Method statement (35%)

Describe (with specific reference to the elements of the requirements and the outcomes expected) how it is intended to deliver the requirements of the specification.

Response (maximum 1500 words)

SCIE is well placed to host this database and provide an efficient and reliable service. We are able to respond quickly and would have this service running within seven working days of receipt of the data sets. Our design and methodological approach to providing the verification services employs seven distinct but interlocking strands:

Strand 1. Set up and project initiation

We would begin our work with a brief formal set up and handover phase with all interested parties. This would include:

- Transferring datasets.-Confirming a safe and secure transfer approach.
- Signposting to the transferred service. SCIE would use our website, e-bulletin and other network communications to inform the sector of our role in verification. We would also anticipate announcements by other partners, such as DH. SCIE would also create links on our homepage and in other locations throughout the site.
- Confirming and detailing development and implementation milestones and the timeline for development and reporting.
- Setting up a risk register (see below).

Strand 2. SCIE team and project management (see also leadership and resources responses)

SCIE would employ a project-specific matrix management model to deliver this service, bringing staff from various specialisms together to form the project team, under the direction of *Information redacted in line with section 40 of the FOIA*. We use Microsoft Project to manage all our projects. The team will hold monthly team meetings.

Strand 3. Infrastructure

SCIE's information technology (IT) infrastructure runs on a fully up-to-date windows environment. Systems follow a strict backup schedule, with copies of data both on and off-site to ensure business continuity in the event of data loss. Maintenance of these servers, including both internally and externally facing systems and websites, is managed in-house by SCIE's team of experienced IT technicians and developers. These are the same systems that were used to host the data when TCSW shared back-office functions at start-up, when that organisation first provided the social work qualification verification function. SCIE also run a number of Microsoft SQL database servers, and use Salesforce (an enterprise database platform); during the set-up we would trial and then determine the best solutions offered to the verification process by these software options.

Strand 4. Handling verification enquiries

SCIE would appoint an experienced database administrator who would operate the validation system on a day to day basis but would ensure that other SCIE staff are completely familiar with the verification system in order to ensure continuity of service. We would be able to provide a 20 working day turn around for verification letters from the

Response (maximum 1500 words)

working day on which the request and required information was received although we would complete most requests within this timeframe. In any event, SCIE would work to improve delivery over time. SCIE will look at providing options for those completing verification requests; for instance, we can configure a secure online form, into which requests can be entered and/or we would issues template verification responses by email or by post.

Strand 5. Risk management

SCIE are very confident and experienced in managing and delivering the verification service proposed here, and therefore project risks are currently all rated as low; some anticipated risks and responses are:

- Quality of service does not meet KPIs. Monthly team meetings, client reports and day-to-day on site monitoring will ensure the quality of service is maintained and any developing risks are identified and mitigated.
- Lack of security in transferring datasets. We will agree transfer approach during project set up and this will be quality assured by the coordinator and project leader.
- Lack of awareness of SCIE hosting the new service. SCIE propose to employ our communications and web presence and work with the DH and others to ensure awareness of the service is raised. Monitoring of awareness with partners will also be an ongoing feature of reporting.
- Scope of/number of enquiries exceeds expectations. Progress reporting will pick up any evidence about demands ahead of expectations. Unit costs for additional enquires over and above those anticipated have been provided.
- Data security breach. SCIE are experienced in and committed to securely holding data and have an unblemished track record in this regard. The project leader is ultimately responsible for monitoring and assuring data is being held securely.
- Unexpected staff absence. Each member of the team will have a 'shadow' at SCIE, so that sustainability would be assured. In addition, to 'shadows' each functions is also covered in terms of skills by a number of other staff.

Strand 6. Monitoring, evaluation and improvement

SCIE's key performance indicators in ensuring the effective running of the service would include:

- measurement of initial response to requests time against the standard of five working days
- measurement of the entire verification process, against the specified 20 day standard.

Our success in meeting these response times would also be measured against our initial assumptions around capacity and resources as well as customer satisfaction levels. The monitoring of these key performance indicators would be achieved using Excel and any exemptions included in quarterly reports to the contractor. In addition, SCIE would seek customer feedback by the use of brief surveys, the format and delivery of which will be determined in consultation with enquirers, users and the authority.

Strand 7. Timeline and reporting

As presented; SCIE would have the service up and running within seven working days of receiving the datasets. Reporting would include monthly expenditure, quarterly progress reports (and meetings) and an annual report. A detailed delivery plan and development, monitoring and evaluation timetable would be agreed at project set up.

B.4 Resource Plan (20%)

Provide a complete resource plan for the delivery of the Specification including details of the team involved, what these individuals will be doing and why these individuals are suitable for this requirement.

Response (maximum 1000 words)

Response (maximum 1000 words)**Summary of the SCIE team**

Information redacted in line with Section 40 of the FOIA

- Providing the main point of contact for the contractor
- Project initiation and overseeing transfer of data to SCIE systems
- Working with finance manager to compile monthly reports on costs
- Attending quarterly progress meetings (including exception reports)
- Compiling annual reports
- Compiling and delivering a report and review at the end of contract
- Monitoring KPIs
- Quality assurance

Information redacted in line with Section 40 of the FOIA

- Checking requests and enquiries via a dedicated email address on a daily basis
- Acknowledging receipt of request in not more than two working days from receipt of request
- Checking all information provided in the request and follow up with the applicant where information is insufficient
- Making relevant accuracy checks when address or name changes are identified
- Confirming inclusion or not in the database
- Preparing and sending notification as appropriate. This would be by means of an email with .pdf attachment
- Maintaining accurate records of enquiries
- Collating data for reporting

Information redacted in line with Section 40 of the FOIA.

Information redacted in line with Section 40 of the FOIA.

- Working with the contract manager to compile monthly reports on costs

Information redacted in line Section 40 of the FOIA works closely the Head of Delivery and other senior and executive managers to develop financial reports across all of the organisation's projects.

Information redacted in line with Section 40 of the FOIA:

- Transferring of data to SCIE server and systems
- Hosting data sets on SCIE server throughout the period of the contract
- Ensuring data protection
- Ongoing maintenance

Information redacted in line with Section 40 of the FOIA has extensive knowledge of data protection issues, systems integration and previously oversaw SCIE's hosting of TCSW's back office functions.

Information redacted in line with Section 40 of the FOIA:

- Working with contractor to develop press release at outset of the contract
- Dissemination of communications through existing SCIE networks
- Developing web copy

Information redacted in line with Section 40 of the FOIA is an experienced marketing and communications manager who leads on a number of projects and topics for SCIE, writing web copy as well as promotional copy. With extensive knowledge of the sector and networks Information redacted in line with Section 40 of the FOIA is well placed to oversee communications on this particular project.

Information redacted in line with Section 40 of the FOIA:

- Developing web pages for signposting
- Creating enquiries forms
- Uploading copy to the website

Information redacted in line with Section 40 of the FOIA.

Response (maximum 1000 words)**Detailed description of resource and team deployment**

Information redacted in line with Section 40 of the FOIA will be assigned as contract manager and will have oversight of the delivery of the specification based on the equivalent of two days per quarter. At the initiation of the contract they will be responsible for the development of templates, workspaces and web copy. Once the verification process is implemented the contract manager will provide and attend a quarterly contract meeting, submit monthly updates on costs and provide a written summary and post contract review. The contract manager will quality assure the process by monitoring sample requests and responses and have oversight of satisfaction levels by using feedback surveys and investigating any complaints submitted to SCIE about the delivery of the service and will respond accordingly. They will also monitor standard reports on KPIs.

SCIE will allocate *Information redacted in line with Section 40 of the FOIA*. The project coordinator, acting as the database administrator, will provide day to day operation of the service as the named contact by; implementing regular checks for/of enquiries and acknowledging receipt of requests, following up with applicants, making accuracy checks, providing confirmation and relevant documentation to the applicants, maintaining and ensuring the accuracy of records. The administrator will also be responsible for maintaining records on requests from non-registered persons- collating these enquiries through Excel. In addition the database administrator will liaise with other members of the team to identify and necessary changes, updates and maintenance to the systems.

Information redacted in line with Section 40 of the FOIA will develop web copy and manage dissemination around signposting of the service to potential users. They will ensure that the process and procedure is clear to those who wish to use the service to verify the details of their qualification. Communications will be done through SCIE's web site and existing communication channels, including SCIE's regular e-bulletin. The marketing and communications team will manage any enquiries outside of those wishing to verify their qualification.

Information redacted in line with Section 40 of the FOIA, our IT department have responsibility for SCIE's secure servers and as such would have oversight in ensuring the technical continuity of the service. Having hosted TCSW's data when the College's back office functions were shared with SCIE, the team has demonstrable knowledge and experience of managing the verification database.

Information redacted in line with Section 40 of the FOIA will be responsible for providing monthly updates on costs through monitoring of staff allocation to the service and any incurred external costs that may arise. They will also work with the contract manager to produce financial information for the quarterly and annual reports as well as the post contract review.

Information redacted in line with Section 40 of the FOIA will be responsible for creating webpages to facilitate enquiries and signposting to the service, they will then be responsible for uploading content. The digital team and individuals within it are experienced in coordinating SCIE's web based enquiries management systems- working closely with our IT department and project coordinators to ensure a seamless process is in place. The management of the database would be incorporated into this work stream.

B.5 Exit Strategy & Skills Transfer (5%)

Describe the processes and deliverables of the exit phase of the service and how skills will be retained within the Authority.

Response (Maximum 800 words)

Response (Maximum 800 words)

Sustainability is a key component to SCIE'S delivery plan and exit strategy. Building our own internal approach to sustainability and our extensive track record of working with clients to achieve sustainability and continuity of service, *Information redacted in line with Section 40 of the FOIA*, SCIE would approach our exit strategy by providing:

1. Progress monitoring, reporting and continual evaluation and improvement

Learning, feedback and continual improvement will lie at the heart of SCIE's approach to all service provision. For the verification project, we will formally log and report the learning gained during the delivery phase of our work. This learning will inform and guide the detail and delivery of our exit strategy. Also, our formal progress reporting and approach to risk management will ensure a 'no surprises' approach is maintained ahead of implementing our exit strategy.

2. Shadowing and personalised briefings

We would suggest that the Authority identifies staff that would act as 'counterparts' to SCIE's delivery team. SCIE project delivery staff would develop throughout the lifetime of the project their relationships with these counterparts using both informal and formal modes of information and experience sharing.

3. A project manual

SCIE will develop a verification delivery 'manual' so that internally, any suitably skilled member of staff can step in to deliver the service as needed, for instance so that unexpected absence can be addressed to provide seamless service delivery. Whatever the approach required by the authority to sustainability, SCIE would provide this manual in the last quarter of delivery. SCIE though would discuss with the authority any issues related to commercial confidentiality and advantage.

4. A schedule for the exit strategy

In partnership with the authority, SCIE would put in place a detailed exit strategy with clear lines of accountability, responsibility and detailed timelines. This plan would we suggest need to be agreed before the last quarter of delivery.

5. A strategy assuming the authority take up delivery

Our strategy would build on the shadowing outlines above; each authority staff member would have an individualised development and handover plan, set within and overarching handover and data transfer plan. We would anticipate both face to face and remote support for staff.

6. A strategy assuming new external commissioning

The service manual mentioned above would form the basis of the exit strategy, supporting the authority to specify, select and then manage an outside contractor. On request, SCIE would also be prepared to run workshops and or support for a new provider, provided such services were part of a paid for contract extension.

7. Communication with registrants and potential registrants

SCIE would develop and deliver a communications plans to explain changes in the service. This would cover communication with existing registrants and key stakeholders via website, sector bulletins, social media and direct mail. After transfer of responsibilities, traffic and emails would be diverted to the new supplier.

B.6

SME and sustainability outcome reporting (This question is not weighted)

Briefly describe how you are able to satisfy / commit to the Government initiatives on SME expenditure and sustainability outcome reporting

Response (maximum 150 words)

We welcome the Governments initiatives to make it easier for SME's, like SCIE to bid for work. We use the full range of portals and digital services that DH have provided to seek opportunities, submit bids and communicate with DH if shortlisted and ultimately awarded contracts. We also bid for work together with charities, organisations, and individuals who are themselves SME's so contributing both directly and through our partnerships to the amount that DH spend directly and indirectly on contracts awarded to SME's.

We understand the importance of sustainability and have planned to build a balanced portfolio of diversified contracts that includes Government, Local Authority, and commercial work. We review our portfolio regularly with our DH sponsors to demonstrate the progress that we are making in achieving a viable and sustainable future.

- 1.1. The rates contained within the Pricing Schedule are, unless otherwise expressly agreed between the parties, firm.
- 1.2. The rates entered shall be deemed to include complete provision for full compliance with the requirements of the Contract.
- 1.3. The rates exclude VAT.
- 1.4. The rates entered in the Pricing Schedule shall include all travel and subsistence costs.
- 1.5. Tenderers must include in the pricing schedules any discounts or any reduced pricing they are proposing to offer to the Authority in delivery of this requirement.
- 1.6. Please complete the price schedule below, tenderers are responsible for completing the pricing correctly.

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Schedule Three: Contract Monitoring

Tenderers must provide all the information requested in the following section as part of their tender proposal. Supporting documents may be submitted but must be clearly referenced back to the appropriate section.

1. REPRESENTATIVES

- 1.1 Name of Authority's Representative(s): to be confirmed at Contract award
- 1.2 Name of Contractor's Representative(s): [Tenderer to complete]

2. DELIVERABLES

- 2.1 List of deliverables, outputs and reports Contractor is to supply:
 - Quarterly performance reports (to include exemption reports for not meeting the KPI);
 - Monthly expenditure reports;
 - Annual report
- 2.2 Period(s) over which each deliverable, output and report is to be supplied: Quarterly

3. MEETINGS

- 3.1 Frequency of contract management meetings: Quarterly
- 3.2 Location of contract management meetings: Quarry House, Leeds. (see p.3)
- 3.3 Checking performance against anticipated plan: Quarterly

4. REMEDIES

- 4.1 Where the Authority through contract management meetings identifies issues of below expected performance the contractor shall work with the Authority to ensure that such performance is addressed and the delivery outputs and timescales are adhered to. Where performance issues arise the Supplier shall address with the Authority immediately to resolve, with the supplier setting out how such matters will be dealt with to ensure continued delivery to the required standard.

Schedule Four: Confidential & Commercially Sensitive Information

1. GENERAL

- 1.1. All the information that the Authority supplies as part of this Contract may be regarded as Confidential Information as defined in Condition 1 (Definitions) of Section Three – Conditions of Contract.
- 1.2. The Contractor considers that the type of information listed in paragraph 2.1 below is Confidential Information.
- 1.3. The Contractor considers that the type of information listed in paragraph 2.2 below is Commercially Sensitive Information.

2. TYPES OF INFORMATION THAT THE CONTRACTOR CONSIDERS TO BE CONFIDENTIAL

- 2.1. Type 1: Confidential information:

INFORMATION CONSIDERED CONFIDENTIAL	REASON FOR FOIA EXEMPTION (INCLUDE PARAGRAPH REFERENCE)	PERIOD EXEMPTION IS SOUGHT (MONTHS)

- 2.2. Type 2: Commercially sensitive information:

INFORMATION CONSIDERED COMMERCIALLY SENSITIVE	REASON FOR FOIA EXEMPTION (INCLUDE PARAGRAPH REFERENCE)	PERIOD EXEMPTION IS SOUGHT (MONTHS)

Schedule Five: Administrative Instructions

1. AUTHORISATION

- 1.1. The person shown below shall act as the Authority's Representative on all matters relating to the Contract:

NAME	To be confirmed at Contract Award
CONTACT DETAILS	To be confirmed at Contract Award

- 1.2. The Department's Representative may authorise other officers to act on their behalf.

2. NOTICES

- 2.1. Any notice the Contractor wishes to send the Authority shall be sent in writing to the Authority's Representative at the address shown in paragraph 1.1 above.
- 2.2. Any notice the Authority wishes to send the Contractor shall be sent in writing to the Contractor's Representative at the address shown in paragraph 4.2 below.

3. ADDRESS FOR INVOICES

- 3.1. It is preferred that invoices are sent electronically to:
MB-PaymentQueries@dh.gsi.gov.uk
- 3.2. Alternatively invoices can be sent to the Department addressed to:

Department of Health
 Accounts Payable
 Room 530
 Richmond House
 79 Whitehall
 London
 SW1A 2NS

- 3.3. Invoices must not be sent to the Authority's Representative.

4. CORRESPONDENCE

- 4.1. All correspondence to the Authority except that for or relating to invoices shall be sent to the following address:

Workforce Development Strategy,
 Strategy and External Relations Directorate,
 Department of Health,
 Quarry House,
 Quarry Hill,
 Leeds, LS2 7UE

- 4.2. All correspondence to the Contractor shall be sent to the following address:

Tenderer to provide Address

The Social Care Institute for Excellence

First floor, Kinnaird House

1 Pall Mall East

London SW1Y 5BP

Schedule Five: Appendix A: Variation to Contract

(FOR INFORMATION ONLY – NOT FOR COMPLETION AT TENDER STAGE)

CONTRACT TITLE:	
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FOR THE PROVISION OF:	
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CONTRACT REF:		VARIATION No:		DATE:	
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BETWEEN:

The Secretary of State for Health (hereinafter called the Department) and [INSERT NAME OF CONTRACTOR] (hereinafter called the Contractor) having his main or registered office at [DN:INSERT ADDRESS]:

The Contract is varied as follows:

(DN:INSERT DETAILS OF VARIATION)

Words and expressions in this Variation shall have the meanings given to them in the Contract.

The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

SIGNED:

FOR: THE AUTHORITY

By

Full name

GRADE / PAY BAND

DATE

FOR THE CONTRACTOR

BY

FULL NAME

TITLE

DATE

Schedule Five: Appendix B: Novation Agreement

(FOR INFORMATION ONLY – NOT FOR COMPLETION AT TENDER STAGE)

THIS DEED (THIS AGREEMENT is made on the [dd] day of [month & year] BETWEEN

- (1) THE SECRETARY OF STATE FOR HEALTH (the **Secretary of State**) whose principal place of business is at Richmond House, 79 Whitehall, London, SW1A 2NS,
- (2) THE [CONTRACTOR] of [address]
- (3) THE [NEW PARTY] of [address]

WHEREAS

- (A) This Agreement is supplemental to an agreement dated [dd Month Year] between the Secretary of State and the Contractor (the **Contract**) under which the Contractor agreed to provide services to the Secretary of State.
- (B) The Secretary of State has authorised the New Party to replace the Secretary of State as the contracting Department under the Contract on the terms of this Agreement and the Contractor is willing to accept the New Party in place of the Secretary of State on those terms.

IT IS HEREBY AGREED AS FOLLOWS:

1. Subject to the following Clauses of this Agreement –
 - a) The Contract shall continue in full force and effect as if the New Party were named as a party to the Contract in place of the Secretary of State for Health.
 - b) All rights, obligations and liabilities arising under the Contract from the date of this Agreement shall be rights, obligations and liabilities between the New Party and the Contractor.
 - c) Any existing rights, obligations or liabilities of the Secretary of State relating to the performance of the Contract up to the date of this Agreement shall pass to the New Party and shall be enforceable between the Contractor and the New Party in place of the Secretary of State.
2. The rights, obligations and liabilities of the Contract shall be exercisable and enforceable as the rights of the New Party under this Agreement.
3. This Agreement shall be governed by and interpreted in accordance with English law and shall be subject to the jurisdiction of the courts of England.

Signed byfor and on behalf of the
Secretary of State for Health in the presence of:

Signed byfor and on behalf of the
Contractor in the presence of:

Signed byfor and on behalf of the
New Party in the presence of:

Schedule Five: Appendix C: Sub-Contractors

All suppliers to the Department of Health are asked to provide details of all sub-contractors that will be used to perform the contract.

NAME & ADDRESS OF SUB-CONTRACTOR		SERVICE PERFORMED FOR CONTRACTOR	PROVIDE DETAILS OF STAFF NUMBERS ²	PROVIDE LATEST YEAR'S TURNOVER
NAME:				
ADDRESS:				
NAME:				
ADDRESS:				
NAME:				
ADDRESS:				

² This is the average annual numbers of both staff and managerial staff employed over the last trading year

Schedule Six: Form of Tender

Declaration

PROPOSAL FOR THE PROVISION OF SOCIAL WORK QUALIFICATION VERIFICATION

Having examined the proposed Contract comprising of:

- (a) Part A – Section Two, (Conditions of Contract);
- (b) Part B – Schedules One, One (a), Two and Six (mandatory); and
- (c) Part B – Schedules Three to Five inclusive (as amended).

As enclosed in the ITT response dated **28th August 2015**. We do hereby tender against the requirements, and terms and conditions of the proposed Contract.

We undertake to keep the tender open for acceptance by the Authority for a period of ninety (90) days from the deadline for receipt of tenders.

We declare that this is a bona fide tender, intended to be genuinely competitive, and that we have not fixed or adjusted the amount of the tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract:

- (a) Collude with any third party to fix the price of any number of tenders for this Contract;
- (b) Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.

Unless and until the Tenderer and the Authority have executed a formal agreement, the Authority's 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.

Name of person duly authorised to sign tenders:

Date: 27th August 2015

Name: *Information redacted in line with Section 40 of the FOIA*

in the capacity of: Director of Operations.

duly authorised to sign tenders for and on behalf of:

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By completing this Declaration and submitting your tender you have agreed that the statements in this Form of Tender are correct.