

## **SECTION B: SELECTION CRITERIA**

The Council will evaluate Tenders against the following criteria, which are not placed in any order of importance, in order to select the most advantageous Tender:

1. Price
2. Quality and other non-financial factors as identified from the information which tenderers submit .
- 3 Supporting Documentation and General Information about your Organisation.

Please see below details of the information and documentation required in order to assess your tender against the selection criteria.

1. ***Price: which will include value-for-money and added value issues***
2. ***Quality and other non-financial factors: in particular, the ability of the Tenderer to perform and provide the Services in accordance with the Tender Documents and to the required standards with particular reference to:***
  - (i) *ability to meet the objectives and required outcomes of the Service Specification.*
  - ii) *overall organisational, management and financial stability being adequate to meet the requirements of the Specification and providing the Service for the period of the Agreement.*
  - iii) *Methods the Tenderer proposes to use to deliver specified services utilising existing community and voluntary resources*
  - iv) *The experience, track record and credibility of the Tenderer in delivering the Service tendered for, including evidence of current performance in similar contracts, spot or block.*
  - v) *The value base of the Tenderer must be compatible with that of the Council – Equal Opportunity Policy, commitment to standards and best value.*
  - vi) *How the proposal demonstrates the involvement of users in the provision of the Service.*
  - vii) *The Tenderers ability to demonstrate that they could provide a Service, with adequate evidence of partnership and collaborative working relationships with other key organisations.*
  - ix) *How the Tenderer demonstrates the ability to implement quality standards and to set realistic and measurable objectives and is experienced in self-evaluation.*

- x) *How proposals challenge the traditional way services have been provided and demonstrate the ability to manage and bring about change, and deliver continuous improvement in the service over the lifetime of the contract.*
- xi) *Any other matters that the Council may lawfully consider and which, in the opinion of the Council, may affect the Tenderer's ability to provide the Services to the required standards.*

**3. Supporting Documentation: please enclose the following documentation and any other general information you would like to give us about your Organisation:**

- *Health and Safety Policy Statement (although Organisation must have a Full Health and Safety Policy document)*
- *Equal Opportunities Policy Statement (although Organisation must have a Full Equal Opportunities Policy document)*
- *Audited Accounts for the last 3 years these must be for concurrent years and please include your latest years.*
- *Employers Liability Insurance in line with contractual requirements*
- *Public Liability (Third Party) Insurance in line with contractual requirements*
- *Adult Protection policy*
- *Confidentiality Statement that all staff are required to sign*
- *Staff Handbook*
- *Details of Staff Induction*
- *Aims and Objectives of Organisation*
- *Complaints Procedure*
- *Organisation's Brochure*
- *Training that all staff will undertake as part of this contract*
- *Organisational Structure including Structure of the local office that would be providing the Service if your organisation has one or more offices. Manager of the Organisation who will be responsible for overseeing the running of the Contract.*
- *Number of staff that will be employed to deliver this service.*
- *Copies of job descriptions of all staff, including overseeing manager.*
- *Memorandum and Articles of Association or Deed of Trust*
- *Details of 2 Local Authorities/Other Organisations with whom your organisation is already under Contract with, and whom we may contact for a reference if we so wish. These should be other Local Authorities other than the Borough of Poole.*

## **SECTION C: ESSENTIAL INFORMATION FOR TENDERERS**

In this section, we set out what is required in your tender and explain what information the Council wants you to submit. This information will be used to assess and compare your tender with other tenderers in the areas and sub criteria listed in Section A: Selection Criteria.

Please note that the proposal areas set out the Council's minimum requirements. You should make sure that you set out the ways (if any) in which you would exceed these minimum standards in the information you send to us.

### **1. THE TENDER**

You must send back a signed Form of Tender – see enclosed. The signature(s) must be those of, where the Tenderer is a company, two Directors or by a Director and the Company Secretary. Otherwise, the person signing must be authorised for that purpose

### **2. THE PROPOSAL**

You must also send back a proposal that sets out how you would go about delivering the full service. You have been asked below to provide Method Statements for each area to give us details of how you would provide the service. **These documents are your opportunity to convince us that you should be awarded the contract.** Make sure you tell us everything relevant. Once the Council is satisfied with these documents, they will be incorporated into and form part of the contract. Please note that for each answer the response should be on no more than two sides of A4, any responses that contain more than this the information will be excluded from the evaluation process and may affect your organisation being awarded this contract.

This is as a minimum what your Proposal should contain:

- Service. Please read the Service Specification carefully and submit your proposal to meet the Service Specification. Outline how the service would operate. Summarise what and how activities would be carried out bearing in mind Partnership working and Communication. (Method statement required)**
- Performance evidence. Provide evidence from past and current performance that demonstrates your Organisation's ability to perform the Service to the standard required in the specification. (Method statement required)**
- Implementation plan. The proposed methods your Organisation will adopt to deliver the specified service. If you are new to the area, your response should include an outline project plan, identify who from your organisation will be involved in the implementation and their role, any hand over arrangements between Providers, consultation and communication strategy. Also the involvement of service users and their carers in provision of the service. Please ensure your implementation plan gives a detailed timetable of timescales involved, especially if your organisation needs to set up in the area. (Method statement required)**

4. **Budgets.** *Complete Pricing Schedule attached. In addition please provide a full budget breakdown of costs on a separate spreadsheet.*
5. **Staffing and Training** *Paid staff the Tenderer proposes to engage in the provision of the Services. For each post give: job title(s); full or part-time position; and brief summary of proposed duties; whether there is an employee already in post or to be recruited. Details of relevant staff training to meet the requirements of the specification.*
6. **Other.** *Please indicate what Added Value can be brought to this service. In addition include any such other matters as are required to be provided by the Agreement Documents (such as insurance information) or any additional information that the Tenderer feels may support their Tender.*