

## ECSC Dynamic Purchasing System - Request for Quotation (RFQ)

### Supplier notice

Please note that responses to this RFQ need to be made electronically through Redimo2 by completing evaluation sections and questions. Further guidance on this process can be found by downloading from Redimo2 or via [GOV.UK](http://GOV.UK). References throughout are to bid or bids (rather than quotation).

<b>Title</b>	Children's Services Commissioners in Barnet, Kirklees, Reading and Worcestershire RFX190
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<b>Contract Manager</b>	Details below
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### Requirements

#### Background

For clarity this document makes reference to the "authority" which means the Local Authority (LA), and the Department, which refers to the Department for Education (DfE) and its agencies.

The Department for Education (DfE) is responsible for supporting improvement in local authorities, through government intervention in response to failure or weakness in the provision of children's social care services. This is done in part through drawing down external expertise, from various sectors, to support local authorities in these circumstances.

Where Ofsted finds systemic or persistent failure by a local authority to provide adequate children's services, the Department for Education initiates steps to secure improvement, with a presumption that this will best be achieved by removing the service from council control.

DfE wishes to appoint Commissioners to deliver intervention and improvement support in the following LAs:

- London Borough of Barnet
- Kirklees Council
- Reading Borough Council
- Worcestershire County Council

**IMPORTANT:** Please note that you do not have to bid for all 4 authorities. You may bid for one or multiple authorities and specify what capacity you would have in the event of the bids being successful - for example, if you felt you had the skills required to work in any of the four authorities but only had capacity to work with two, you could bid on that basis. You should state your preference of which authorities you would prefer to work in should your bid be successful at section 3 (3.10). You can either choose to submit one bid for multiple authorities or a separate bid for each authority that you are bidding for.

Bids will be reviewed and evaluated in line with the requirements for each individual

Local Authority.

Commissioners will provide a clear and sustained focus on the areas for improvement and ensure independent oversight of progress in line with agreed improvement plans. In doing so Commissioners are expected to supervise the programme of change that the authority has embarked on, to drive forward the improvements and implement close monitoring arrangements, and build on the work that has already taken place. The successful bidders will bring their extensive and proven skills in children's social care transformation to deliver the programme of change to services for the most vulnerable children in these authorities. They will demonstrate an understanding of the improvement that has already taken place in the authority and what needs to happen next.

The Commissioners will report to Ministers on progress with their delivery of improvement measures which will inform decisions about the nature of the Department's intervention. The day to day contact will be with the relevant Department's Contract Manager:

- London Borough of Barnet – Sophie Hume-Wright
- Kirklees – Lauren Dobson
- Reading – Sean Hilditch
- Worcestershire – David Scott

**IMPORTANT:** DfE may require one or more additional commissioner(s) in an intervention LA(s) within a short time frame of the contracting stage of this procurement (up to 31 December 2017).

You are asked to indicate at section 3 (3.14) if you would wish to be considered for any further commissioner contracts should they be required. DfE reserve the right to offer any further contract(s) to suppliers appointed to a reserve list. Contracts will be awarded taking into account capacity, skills and experience and value for money. The successful bidder(s) would be informed of the local authority area(s) but would be under no obligation to accept. DfE may at its absolute discretion advertise any future requirement for intervention commissioners via the DPS at any point up to 31 December 2017 and beyond. DfE reserve the right to close this reserve list at any time up until 31 December 2017.

### **Mandatory Requirements**

As part of this RFQ, there are a number of mandatory requirements that must be met. Please note that the Department may at its absolute discretion refuse to consider your bid depending on your response to these mandatory questions.

The successful bidder must be able to meet the following **mandatory requirements** to be considered for this role:

**M1.** Bidders must have experience, knowledge and understanding of children's services and the looked after children landscape in relation to the current Ofsted Single Inspection Framework. Bidders must be able to demonstrate skills and

experience outlined in the technical requirement sections at 2.01-2.03 and all are compulsory.

**M2.** Bidders must declare any interest(s). Specifically, any links or roles or positions held with any local authority or organisations operating in the children's services sector within the past 10 years (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to allocation of individual projects. We will take into account the following:

- involvement in financial irregularity;
- a pay-off from a previous period of public sector employment;
- direct criticism within a Serious Case Review;
- holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children's services provision to be inadequate.

Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks. Interests must be specified in the free text box in section 3 (3.04).

**M3.** Bidders must have the capacity to meet the requirement set out in this RFQ and specify how many spare working days capacity they have each month. Please note that the DfE will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. You must provide this information in the text box in section 3 (3.05).

If you are bidding for multiple authorities, you must either demonstrate that you have the capacity to work in all of them if successful, or state how many authorities you would want to work with and provide evidence accordingly. In the latter case, you must list your preference order for working with the authorities (e.g. you could bid on the basis that you'd be prepared to work in any of the three authorities but would only have the capacity to work with two, and therefore your preferences would be xx and yy local authority etc). You must provide this information in the text box at section 3 (3.10).

**M4.** Bidders shall disclose all live contracts they are currently involved in, including whether it is a public or private sector contract, the organisation the contract is with, how much time is spent on the contract each month, and when the contract is due to end. These details should be specified in section 3 (3.11).

**M5.** Bidders shall hold a vetting and barring requirement - Disclosure and Barring Service (DBS). If they have not already had one, bidders must be willing to undertake a DBS check. Where a bidder already holds this information they should upload it against the prompt in question 3.12. Where a bidder needs to achieve DBS then they should achieve this and then upload it. This should be specified in section 3 (3.12).

**Failure to achieve mandatory DBS approval will result in your bid being automatically excluded from any competition.**

**M6.** Bidders shall comply with all DfE terms and conditions of contract, and any special clauses outlined in this requirement and those outlined in the call off order.

### Quality – Service Requirements

Generic service requirements that apply across all 4 LAs

Commissioners will:

- direct any immediate improvement of children’s social care to ensure that children are safe, to identify ongoing improvement requirements, and to recommend any additional support required to support those improvements;
- gather evidence to assess and make a recommendation for alternative delivery and governance arrangements for children’s social care, outside of the operational control of the local authority, in order to achieve long term, sustainable improvement or take forward next steps where decisions have been taken;
- hold discussions with the council and any relevant partners on alternative delivery and governance arrangements, taking the council’s views into account;
- produce a project plan, within an agreed timescale, detailing KPIs and deadlines for improvement work;
- lead on behalf of the DfE a formal review of the authority’s progress towards improvement within six months of appointment and thereafter on a six monthly basis; and make a recommendation to the DfE on whether progress has been sufficient;
- deliver six-weekly written evidence based reports on the authority’s improvement progress to the DfE Contract Manager and more frequently if the pace of progress is not sufficient or if the Minister requires it; and
- deliver quarterly written updates on the Council’s progress to the Minister of State for Children and Families, and more frequently if the pace of progress is not sufficient or if the Minister requires it.

A summary of each LA is shown below:

#### **London Borough of Barnet**

The Ofsted report on children’s services in Barnet Council published on 7 July judges services to be inadequate overall and in the case of all three key judgements.

The DfE wishes to procure a Commissioner to carry out an initial 3-month in-depth review of services in Barnet (see generic services requirements bullets 1-3 on

page 4) .

Following the conclusion of the report there is the option to provide up to a further 9 months support to the Council to implement recommendations if required. If the contract is extended the requirements are as listed in the generic requirements above (final four bullets on page 4).

Barnet Council have been working with an improvement partner for the last 12 months which has conducted a diagnostic of its services and an improvement board is in place. In addition it has undertaken work to consider an alternative delivery model (ADM) for children's social care that includes a comprehensive business case. The Commissioner for Barnet would need to consider both the Council's current improvement activities and the plans for an ADM as well as any other alternatives to assess how to most quickly secure sustainable improvement for children's services.

### **Kirklees, Reading and Worcestershire**

The Department wishes to appoint Commissioners to work with Kirklees, Reading and Worcestershire Councils over the coming year. The Commissioners will help drive improvement and work with the Council to oversee the establishment of a preferred delivery model. The Commissioners will play a high profile role in a challenging political and delivery environment. They will bring their extensive and proven skills in children's social care transformation to challenge and support the senior leadership of the Council and its partners as they work to improve services and develop a model for future operational delivery. In doing so they will maintain strong relationships with the Council and partners. The Commissioners will regularly report to Ministers on progress and their views will inform decisions about the nature of the Department's intervention.

The Children's Services Commissioners for Kirklees, Reading and Worcestershire are expected to take the following steps.

The Commissioners will (in addition to the generic requirements at page 4):

- oversee the work of the Councils on the development of options for any future operational delivery model;
- support and challenge senior members, corporate senior management and senior partners to work together to create the culture and leadership necessary to bring about and sustain improvements in children's services;
- bring together evidence to assess the progress of the local authority in achieving long term, sustainable improvement; and
- produce a project plan, within an agreed timescale, detailing how they will provide challenge and support and progress the implementation of delivery arrangements.

### **Place**

The successful bidders will be expected to travel to the authority(ies) on a regular basis. Bidders should note that their quoted rates are **inclusive** of all anticipated

expenses including travel. In exceptional circumstances only, the Department may be able to consider funding some expenses in line with the Department's expenses policy, and this would have to be agreed in advance.

The DfE reserves the right to require successful contractors to travel outside of their specified local authorities for meetings at locations across England if required.

There is an expectation that bidders will attend meetings with the DfE Contract Manager and other officials as required. In addition, bidders may be asked to attend/input to occasional development activities with other Commissioners and Advisers working in children's social care improvement.

The successful bidder can work remotely from their own home/office base using their own equipment and their own internet connectivity, ensuring Government and local authority information and data security rules are adhered to.

### Quantity

#### **London Borough of Barnet (contract to start from August 2017)**

We expect the role of the Commissioner will take up to 40 days in the first three months in order to complete the in-depth review. Following this there is an option to extend this for a further 9 months at 8 days per month. Up to an additional 3 days per year is permitted for meetings and workshops. The contract duration is 12 months. Please note that the contract can be ended early at the absolute discretion of the Department. The total contract sum is up to £107,520.

#### **Kirklees (contract to start from October 2017)**

We expect the role of the Commissioner to take on average 4 days per month, up to 48 days in total. The number of call off days per month may be negotiated to a maximum of 8 per month. Up to an additional 3 days per year is permitted for meetings and workshops. The contract duration is 12 months. Please note that the contract can be ended early at the absolute discretion of the Department. Costs of up to £48,960.

#### **Reading (contract to start from October 2017)**

We expect the role of commissioner to take, on average, 8 days per month for the duration of the contract. Up to an additional 3 days per year is permitted for meetings and workshops. The contract duration is 12 months. Please note that the contract can be ended early at the absolute discretion of the Department. Costs of up to £95,040.

#### **Worcestershire (contract to start from October 2017)**

We expect the role of commissioner to take, on average, 8 days per month for the duration of the contract. Up to an additional 3 days per year is permitted for meetings and workshops. The contract duration is 12 months. Please note that the contract can be ended early at the absolute discretion of the Department. Costs of up to £95,040.

### Data Handling

The data handling provisions set out in the Enhanced security schedule will apply to this requirement and will be incorporated into the Call-off Terms. Please see the current version of the [data handling schedules](#).

Successful bidders are required to use their own IT equipment. In certain instances, essential IT equipment will be provided on a case by case basis. The ICT

acceptable use policy will be provided at the time IT equipment is issued and a copy is available on request.

### Attachments

Bidders will find further information at:

London Borough of Barnet – Inspection of for children in need of help and protection, children looked after and care leavers and Review of the effectiveness of the Local Safeguarding Children Board, 7 July 2017:

[https://reports.ofsted.gov.uk/sites/default/files/documents/local\\_authority\\_reports/barnet/051\\_Single%20inspection%20of%20LA%20children%27s%20services%20as%20pdf.pdf](https://reports.ofsted.gov.uk/sites/default/files/documents/local_authority_reports/barnet/051_Single%20inspection%20of%20LA%20children%27s%20services%20as%20pdf.pdf)

Kirklees – Inspection of for children in need of help and protection, children looked after and care leavers and Review of the effectiveness of the Local Safeguarding Children Board, 25 November 2016:

[https://reports.ofsted.gov.uk/sites/default/files/documents/local\\_authority\\_reports/kirklees/052\\_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf](https://reports.ofsted.gov.uk/sites/default/files/documents/local_authority_reports/kirklees/052_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf)

Reading Borough Council – Inspection of for children in need of help and protection, children looked after and care leavers and Review of the effectiveness of the Local Safeguarding Children Board, 5 August 2016:

[https://reports.ofsted.gov.uk/sites/default/files/documents/local\\_authority\\_reports/reading/053\\_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf](https://reports.ofsted.gov.uk/sites/default/files/documents/local_authority_reports/reading/053_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf)

Worcestershire County Council - Inspection of services for children in need of help and protection, children looked after and care leavers and Review of the effectiveness of the Local Safeguarding Children Board, 23 January 2017

[https://reports.ofsted.gov.uk/sites/default/files/documents/local\\_authority\\_reports/worcestershire/052\\_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf](https://reports.ofsted.gov.uk/sites/default/files/documents/local_authority_reports/worcestershire/052_Single%20inspection%20of%20LA%20children%27s%20services%20and%20review%20of%20the%20LSCB%20as%20pdf.pdf)

### Evaluation Process and criteria

All bids received will be evaluated against the evaluation criteria and scoring methodology as stated within this RFQ.

The evaluation criteria for each of the questions, within each evaluation section, are detailed below along with the weighting to be applied.

Item Prices are evaluated by the system using the following equation:  $(1 - (\text{Price Quoted} - \text{Lowest Price Quoted}) / \text{Lowest Price Quoted}) * 100$ . Please note that Item Prices are weighted at 25% of the overall score, Technical Requirements are weighted as 75% of the Overall Score.

We will score each separate bid against the requirements set out in this RFQ and the requirements of each LA. If the highest-scoring bidder(s) have bid for multiple

authorities, we will take account of their capacity and preference order in deciding which contracts to award (taking account of the following paragraph also).

Following evaluation if there are two or more bidders with the same or very similar skills and experience we reserve the right to make a value for money judgement based on the applicants proposed day rate or a judgement based on capacity. DfE strives to achieve the best value for money through our contracts, this includes reviewing rates in order to improve cost efficiencies. During the bid evaluation process DfE reserve the right to confirm best and final offer in terms of item price (daily rate).

### Evaluation Scoring Matrix

Responses will be scored on a 6 point scale and evaluators will use this to assign a score to each evaluation question response.

Score	Guidance
<b>0</b>	No response provided in response to the question via Redimo2.
<b>1</b>	The response meets less than half the stated requirement.
<b>2</b>	The response meets some but not all the stated requirement.
<b>3</b>	The response fully meets the stated requirement. Any additional offering is deemed to be of little or no benefit to the department
<b>4</b>	The response fully meets the stated requirement and provides evidence of some benefit which would bring specific benefit to the department.
<b>5</b>	The response fully meets the stated requirement and provides evidence of exceptional benefit which would bring significant benefit to the department.

The Department expressly reserves the right without prejudice to:

- clarify costing models and assumptions for prices quoted
- clarify information provided in a response and may seek independent advice to validate information declared or to assist in the evaluation
- cancel the RFQ process and reject all bids at any time prior to award of a contract without incurring any liability
- may at its absolute discretion, refuse to consider a bid depending on the answers given to the mandatory requirements.

**Evaluation Section 1: Mandatory Requirements**

**Section Weighting: 0%**



Ref	Question(s)
	<p>The Department will check your capacity for any live contracts and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. This includes both an initial check at the outset (in which case your bid might not be scored) and if, following evaluation, there are two or more bidders with the same or very similar skills and experience we will use our assessment of bidders' capacity and a value for money judgement based on proposed day rates as a way of differentiating between bidders.</p>
1.01	<p>Do you have experience, knowledge and understanding of children's services and the looked after children landscape in relation to the current Ofsted Single Inspection Framework?</p>
1.02	<p>Have you declared all your interests? Bidders must declare any interest(s), specifically, any links or roles or positions held with any local authority or organisations operating in the children's services sector within the past 10 years (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to allocation of individual projects. We will take into account the following:</p> <ul style="list-style-type: none"> <li>• involvement in financial irregularity;</li> <li>• a pay-off from a previous period of public sector employment;</li> <li>• direct criticism within a Serious Case Review;</li> <li>• holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children's services provision to be inadequate.</li> </ul> <p>Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks.</p> <p>You must provide this information in the free text box at 3.04.</p>
1.03	<p>Do you have the capacity to meet the requirement set out in this RFQ? You will be asked to provide details of how many spare working day's capacity you have each month. Please note that the DfE and its executive agencies will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. You must provide this information in the text box at 3.05.</p> <p>If you are bidding for multiple authorities, you must either demonstrate that you have the capacity to work in all of them if successful, or state how many authorities you'd want to work with and provide evidence accordingly.</p>

	In the latter case, you must list your preference order for working with the authorities (e.g. you could bid on the basis that you'd be prepared to work in any of the three authorities but would only have the capacity to work with two, and therefore your preferences would be xx and yy local authority etc). You must provide this information in the text box at 3.10.
1.04	Have you disclosed all live contracts currently engaged with (or those about to commence)? This should include whether it is a public or private sector contract, the organisation the contract is with, how much of your time is spent on the contract each month, and when the contract started and is due to end. You must provide this information in the text box at 3.11.
1.05	Do you hold vetting and barring requirement (DBS)? If not would you be willing to undertake a DBS check? If you currently hold this information you should upload it to your profile. You must provide this information in the text box at 3.12.
1.06	Are you willing to comply with all DfE terms and conditions of contract, and any special clauses outlined in this requirement and those outlined in the call off order?
<p>Please provide an answer for each question explicitly. References to answers in other questions/sections may not be considered, and could result in a lower score being applied.</p> <p>Evaluators cannot take into account previous experience or knowledge of your delivery unless it is fully detailed in this bid, specifically in the responses you provide in evaluation section 2. Please be explicit about outcomes and successes you have delivered, and provide clear evidence and examples of your skills and experience.</p> <p>Only upload the information requested – DBS and CV where directed to do so. Any additional documentation will not be evaluated.</p> <p>The Department may at its absolute discretion refuse to consider a bid if the score achieved in the Technical Requirements section is lower than 60%.</p>	

Evaluation Section 2 Technical Requirements		Section Weighting: 75%	
Ref	Question(s)	A good bid will provide evidence and examples of:	Question weight
2.01	<p><b><u>Commissioner Skills- compulsory</u></b></p> <p>Bidders must demonstrate experience of influencing change in large and complex organisations, including holding others to account for changes in children’s social care systems.</p> <p><i>Please limit your response to approx. 550 words</i></p>	<p>The evaluation will look for evidence and examples of:</p> <ul style="list-style-type: none"> <li>• strong influencing and negotiation skills among senior leaders;</li> <li>• leading challenging discussions with senior political and service leaders to drive change.</li> </ul>	High
2.02	<p><b><u>Improvement Skills - compulsory</u></b></p> <p>Bidders must demonstrate experience in developing and implementing effective children’s services improvement strategies which have brought about rapid and sustainable improvements in performance.</p> <p><i>Please limit your response to approx. 550 words</i></p>	<p>The evaluation will look for evidence and examples of:</p> <ul style="list-style-type: none"> <li>• contribution to successful children’s services improvement in a range of underperforming LAs;</li> <li>• identifying improvement priorities, including through application of inspection frameworks;</li> <li>• planning improvement activity including resource and funding to achieve improvement;</li> <li>• implementing improvement plans</li> </ul>	High

		<p>and removing barriers to improvement;</p> <ul style="list-style-type: none"> <li>• monitoring progress and quality assurance;</li> <li>• evaluating impact outcomes; and deliver complex organisational change programmes; and</li> <li>• develop and implement realistic strategies to gain sustainable improvement in service delivery.</li> </ul>	
2.03	<p><b><u>Service transformation and innovation - compulsory</u></b></p> <p>Bidders must demonstrate experience in developing and driving innovative approaches to service design and delivery.</p> <p><i>Please limit your response to approx. 550 words</i></p>	<ul style="list-style-type: none"> <li>• transforming services in challenging contexts;</li> <li>• bringing innovation to public service delivery;</li> <li>• make effective recommendations to secure sustainable improvements; and</li> <li>• experience of children’s social care budgets, service level agreements and service models that achieve long-term stability and security.</li> </ul>	High
<b>Evaluation Section 3: Further information</b>		<b>Section Weighting: 0%</b>	
<b>Ref</b>	<b>Question</b>		
3.01	Will VAT be charged in addition to your net price?		
3.02	Are you classed as a Small or Medium Enterprise (SME)?		

3.03	Please confirm that all monies you receive in respect of contract(s) you have with the Department are being paid into your company bank account.
3.04	<p>Please confirm any positions held in last 10 years, specifically any links or roles held with any organisations operating in the children’s services sector (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to allocation of individual projects. We will take into account the following:</p> <ul style="list-style-type: none"> <li>• involvement in financial irregularity;</li> <li>• a pay-off from a previous period of public sector employment;</li> <li>• direct criticism within a Serious Case Review;</li> <li>• holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children’s services provision to be inadequate.</li> </ul> <p>Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks.</p>
3.05	<p>Please provide details of your capacity to meet the requirement set out in this RFQ. You should specify how many spare working day’s capacity you have each month. Note that the DfE will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity.</p> <p>If you are bidding for more than one local authority, you must either demonstrate that you have the capacity to work in all of them if successful, or state how many authorities you would want to work with and provide evidence accordingly. See question 3.10 below.</p>
3.06	<p>Please indicate which LA you are bidding for. <b>You can select one or more</b> – questions 3.06 to 3.09 refers.</p> <p>Do you wish to bid for work in Barnet?</p>
3.07	<p>Please indicate which LA you are bidding for. <b>You can select one or more</b> – questions 3.06 to 3.09 refers.</p> <p>Do you wish to bid for work in Kirklees?</p>

3.08	<p>Please indicate which LA or region you are bidding for. <b>You can select one or more</b> – questions 3.06 to 3.09 refers.</p> <p>Do you wish to bid for work in Reading?</p>
3.09	<p>Please indicate which LA or region you are bidding for. <b>You can select one of more</b> - questions 3.06 to 3.09 refers</p> <p>Do you wish to bid for work in Worcestershire?</p>
3.10	<p>If you are bidding for more than one authority you must state your preferences in order (e.g. you could bid on the basis that you'd be prepared to work in any of the four authorities but would only have the capacity to work with two, and therefore your preferences would be xx and yy local authority etc).</p> <p>For example state :</p> <p>Preference 1 is xx  Preference 2 is yy  Preference 3 is zz  Preference 4 is 00  No particular preference</p>
3.11	<p>Please disclose all live contracts currently engaged with (or those about to start). This should include whether it is a public or private sector contract, the organisation the contract is with, how much of your time is spent on the contract each month, and when the contract started and is due to end.</p>
3.12	<p>Bidders shall hold a vetting and barring requirement - Disclosure and Barring Service (DBS). If they have not already had one, bidders must be willing to undertake a DBS check. Where a bidder already holds this information they should upload it to their profile. Where a bidder needs to achieve DBS they should specify this and be prepared to upload it at a later date if successful.</p>
3.13	<p>Please attach a full CV detailing the employment history including details of 2 referees for each named individual wishing to undertake this role. The Department reserves the right to contact these referees and obtain references in undertaking previously mentioned due diligence checks.</p>
3.14	<p>DfE may require one or more additional commissioner(s) in an intervention LA(s) within a short time frame of the contracting stage of this procurement (up to 31 December 2017).</p> <p>Please indicate by selecting yes or no if you would wish to</p>

	<p>be considered for any further commissioner contracts. DfE reserve the right to offer any further contract(s) to suppliers appointed to a reserve list. Contracts will be awarded taking into account capacity, skills and experience and value for money. The successful bidder(s) would be informed of the local authority area(s) but would be under no obligation to accept.</p> <p>DfE may at its absolute discretion advertise any future requirement for intervention commissioners via the DPS at any point up to 31 December 2017 and beyond. DfE reserve the right to close this reserve list at any time up until 31 December 2017.</p>
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<b>Evaluation Section : Item Prices</b>	<b>Section Weighting: 25%</b>
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	<b>Item Price Question</b>
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	<p>Please quote your daily rate <b>inclusive of all anticipated expenses*</b> but exclusive of any applicable VAT. <b>Daily rates over £800 will be excluded as noncompliant bids;</b> in line with the Operational Associates rates policy.</p> <p>Where bidders feel that they can deliver this contract at a rate below the daily rate of £800 inclusive of expenses, exclusive of VAT, they should indicate this clearly in the bid response. The Department will seek to select the bid which represents the best value for money.</p> <p>During the bid evaluation process DfE reserve the right to confirm best and final offers in terms of item price (daily rate).</p> <p>In exceptional circumstances only, and depending on the location of the successful bidder, the Department may be able to consider funding some expenses in line with the Department’s expenses policy, and this would have to be agreed in advance.</p> <p>This question will be calculated using the following algorithm: “score = (1(quoted price – lowest price)/lowest price)*100”.</p> <p><b>*Expenses include any travel and subsistence expenses and any other general expenses necessary to deliver this requirement.</b></p>
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<b>Timelines</b>
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Deadline for submitting your RFQ response	<b>Monday 31 July at 9am</b>
Expected notification of outcome	By the end of August
Expected contract start date	01/10/17 except Barnet which will start

	by end of August 2017
Expected contract expiry date	12 months from the start date
Potential Extension period	The Department reserves the right to extend the end date of this contract by up to 12 months; we will give one month's prior notice of our intention to do so. The 12-month extension may be in full or in multiples of one month up to the full 12 month potential. This may include a negotiated reduction or increase in the number of call off days per month. Any negotiated extension offered by the Department would be without prejudice.
<b>Order form</b>	
The Call-Off Terms will form part of the contract with the successful Supplier. A copy of these can be found in Redimo2 (go to Opportunities documents drop down with general tab of response document – RFX190). A final version will be issued to the successful associate upon acceptance of their bid.	
<b>Contract Management</b>	
The procurement process and the contract will be managed by the Department for Education, Local Authority, Performance & Intervention (Children's Services) Unit. Impact of the Commissioner role and performance will be monitored on an ongoing basis and will take into account progress against the key deliverable activity outlined in the service requirements on pages 4 and 5 and, milestones in the LA's Improvement Plan. Regular progress meetings by phone and in person, where necessary, between the Commissioner and the DfE Contract Manager will be required.	
<b>Queries and Guidance</b>	
<b>Queries</b> Any queries and dialogues in respect of the RFQ should be raised via Redimo2 through the 'messages' link	
<b>Technical</b> Responses to the RFQ need to be made electronically through Redimo2 by completing evaluation sections and questions. Further guidance on this process can be found by downloading from Redimo2. Bidders experiencing technical difficulties can also contact the commercial team at <a href="mailto:commercial.contactpoint@education.gsi.gov.uk">commercial.contactpoint@education.gsi.gov.uk</a> .	