

# Placements Northwest 16+ Leaving Care Accommodation and Support Dynamic Purchasing System

## Cumbria Mini-Competition Instructions

**NOTE: All submissions must be returned via email**

**The deadline for submission of the Mini-Competition  
Response Form is:  
XXXXXX at XXX**

**ICS Number: XXX**

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## 1. Introduction

### 1.1 Definitions

**Placements Northwest 16+ Leaving Care Accommodation and Support Dynamic Purchasing System (DPS):** means the Contract between the Provider and the Placements Northwest consortia of local authorities, dated 1<sup>st</sup> April 2016 and includes all Schedules in it.

**Provider:** means the organisation who is submitting the application.

**Zone:** means the geographical areas which the DPS covers as defined in the Contract.

**Full Referral Form:** means the form that is sent to the Provider detailing the service requirements.

**Mini-Competition Response Form:** means completion of Mini-Competition information by the Provider.

**Individual Placement Agreement (IPA):** means the Agreement that is put in place between the Council and the Provider once the Contract has been awarded. This forms part of the Contract with the Provider.

### 1.2 Terms and Conditions

This Mini-Competition is run under the Terms and Conditions of the Placements Northwest Dynamic Purchasing System Agreement. In the event that there is any conflict between the Provisions of this document or the Providers submission and the DPS Terms and Conditions, the Terms and Conditions of the DPS Agreement shall prevail.

### 1.3 Dynamic Purchasing System Providers

In accordance with the DPS Agreement Terms and Conditions, the following criterion has been used to select Providers for this Mini-Competition:

- Providers operating in the North Zone (Z3).

### 1.4 Contents of the Mini-Competition

This **Mini-Competition** comprises:

- Information about the Mini-Competition process;
- Full Referral Form with Service Requirements;
- Mini-Competition Response Form;
- Evaluation model.

**1.5 Contract Length**

The anticipated length of time of the contract is detailed in the Full Referral Form and will be included within the Individual Placement Agreement (IPA).

**1.6 Clarifications about the Services or Mini-Competition**

Any clarifications relating to this Mini-Competition must be e-mailed to XXXXXXXX

The Council reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of the Mini-Competition. All such further documentation that may be issued shall be deemed to form part of the Mini-Competition and shall supplement and/or supersede any part of the Mini-Competition to the extent indicated.

**1.7 Clarifications about the contents of Mini-Competition Applications**

The Council reserves the right (but shall not be obliged) to seek clarification of any aspect of a Provider’s application during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Providers are asked to respond to such requests promptly.

**2. Mini-Competition Timetable**

**2.1 Key dates**

This Mini-Competition will follow a clear, structured and transparent process to ensure that all Providers are treated equally.

The key dates for this Mini-Competition are anticipated to be as follows:

Event	Date
Request sent via email	XXX
Deadline for receipt of applications	XXX

Any changes to the Timetable shall be notified to all Providers as soon as practicable.

**2.2 Deadline for receipt of Applications**

Responses to this Mini-Competition must be sent in the manner prescribed under Section 3 no later than the Deadline. Any applications received after the Deadline shall not be opened or considered.

**2.3 Intention to Award Contract**

Contract award is subject to the approval of the Council. Until approvals are obtained no Contract(s) will be entered into. Once the Council has reached a

decision in respect of a contract award, it will notify all applicants whether or not they have been successful.

### **3. Mini-Competition Completion Information**

#### **3.1 Submitting a Bid**

Providers are required to complete the Mini-Competition Response Form.

The Mini-Competition Response Form must be in English, signed by a duly authorised representative of the company and returned via email.

Each application must operate as a stand-alone bid and not be dependent on any other bid or any other factors external to the Mini-Competition itself. That is, the application must be capable of being accepted by the Council in its own right.

#### **3.2 Contract terms**

The Mini-Competition is run under the terms of the Placements Northwest 16+ Leaving Care DPS Contract. By submitting a Response Form, Providers are agreeing to be bound by the terms of this Mini-Competition and the Contract.

#### **3.3 Confidentiality and Freedom of Information**

It shall be at the Council's sole discretion whether or not information is released under the Information Legislation. If the Provider is not prepared to accept this then it should not submit an application to the Council.

Providers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website. Further the Council routinely publishes information that has been released following a request under the Information Legislation.

#### **3.4 Data Protection**

The Provider must comply with all of the Data Protection clauses described in the Framework contract. The Provider must not share the information included on the Referral Form with anyone. If the Provider is not successful in bidding for the placement they must upon notification immediately destroy the Referral Form, Mini-Competition Instructions and Mini-competition Response Form associated with that placement.

#### **3.5 Council's Rights**

The Council reserves the right to:

- Change the requirements of this Mini-Competition from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Provider's submission.

- Disqualify any Provider that does not submit a compliant application in accordance with the instructions in this Mini-Competition.
- Disqualify any Provider that is guilty of serious misrepresentation in relation to its application or the Mini-Competition process.
- Withdraw this Mini-Competition at any time, or to re-invite applications on the same or any alternative basis.
- Choose not to award any Contract or accept the lowest or any application as a result of the current Mini-Competition process.
- Make whatever changes it sees fit to the timetable, structure or content of the Mini-Competition process.

### 3.6 Bid Costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Provider in proceeding with or participating in this Mini-Competition, including if the Mini-Competition process is terminated or amended by the Council.

### 3.7 Evaluation

Contract(s) will be awarded on the basis of the best quality / match and the most economically advantageous to the Council. This will be evaluated using the responses provided on the mini-competition response form and any requested documents.

### 3.8 Shortlisting Criteria

Up to three suitable placements will be shortlisted based on the following criteria.

#### a. Quality / Match (60 marks\*)

Providers will be scored on the quality / match between the proposed placement and the referral requirements / needs of the young person.

Rating	Score	Interpretation
Excellent	10	The answer fully demonstrates how it will meet the service requirements and young person's needs described on the referral form. It includes added value / innovative approaches which are likely to maximise performance.
Good	8	The answer fully demonstrates how it will meet the service requirements and young person's needs described on the referral form.
Adequate	5	The answer demonstrates how it will meet the service requirements and young person's needs described on the referral form to an adequate standard.
Poor	2	The answer is poor and does not adequately demonstrate how it will meet the service requirements and young person's needs described on the referral form.
Inadequate	0	The answer does not demonstrate how it will meet the service requirements and young person's needs described on the referral form.

**c. Price (40 marks\*)**

Providers must submit a weekly price for the requested placement, and discounts that will be applied. This weekly cost will be scored on a comparative basis with the lowest bid receiving 100% of the available marks. All other bids will be score proportionately based on the following formula; *(lowest cost / cost) x maximum possible score.*

**\* The marks allocated may be changed for different placements.**

**3.9 Placement Award**

The shortlisted placements will be sent to the social care worker(s) responsible for the child. They will award to the placement which they find to be the best quality / match for the child.

If none of the shortlisted placements meet the child's needs, up to the next three highest scoring suitable bids will be sent to the social care worker(s) for consideration.