

REQUEST FOR QUOTE

For
Clinical Supervision/Counselling

Martine Boyd

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Project No: 0064

Submission Deadline: Tuesday 05/12/2017



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INTRODUCTION AND EXECUTIVE SUMMARY

Brooke Weston Trust is seeking the services of a professional counsellor/s to provide confidential clinical supervision for Designated Safeguarding Lead staff across our network of schools, during the academy year 2017/18 (in place **from January 2018**)

It is expected that these services will -

- provide support to DSL trained staff to emotionally deal with the complex cases
- support staff to manage risk avoidance

DETAILED SPECIFICATION

SCOPE OF REQUIREMENTS

Brooke Weston Trust seeks a registered professional to deliver clinical supervision sessions for designated safeguarding staff across our network of schools, suggested on a termly basis (6 weekly)

The aim of the clinical supervision/counselling is to –

- Offer emotional support to Designated Safeguarding Lead's (DSL)
- Review and reflect on practice and specifically the emotional impact upon the individual
- Provide a safe and confidential environment
- Manage the demands of the professional v personal well being
- Challenge own thought process
- Fulfill the organizational support/duty of care/manage and identify any risks

Depending on the individuals requirements the agreement should include the option of offering:

- One-to-one supervision between a supervisor and school designated safeguarding individual.
- Group supervision in which two or more school designated safeguarding staff, discuss their work with a supervisor

At the time of this RFQ there are 10 schools, 5 primary and 5 secondary, in the Corby, Kettering and Wisbech areas, however should more schools be acquired during the contract period these may also be added.

We are therefore splitting this contract into multiple lots.

Anticipated staff numbers are detailed below, although these may differ.

It is expected that 2 Sessions (for all staff whether that be individual or group) be arranged between Jan 2018 – Jul 2018. Session frequency will be reviewed in July 2018.

Sessions are 45 minutes direct time, and 15 mins admin time.

Sessions will be located in one of the neighboring schools.

Lot	School	Location	Phase	Estimated Number of People Taking Part in Group Sessions	Estimated Number of People Taking Part in Individual Sessions	Number of Sessions Jan 18 - Jul 18	Number of Sessions in Full School Year
1	Brooke Weston Trust	Corby	Trust	0	1	2	3
2	Corby Business Academy	Corby	Secondary	3	1	2	3
3	Brooke Weston Academy	Corby	Secondary	5	0	2	3
4	Corby Technical School	Corby	Secondary	0	4	2	3
5	Beanfield Primary School	Corby	Primary	0	1	2	3
6	Gretton Primary School	Corby	Primary	0	2	2	3
7	Oakley Vale Primary School	Corby	Primary	0	3	2	3
8	Kettering Science Academy	Kettering	Secondary	0	2	2	3
9	Compass Primary Academy	Kettering	Primary	3	1	2	3
10	Thomas Clarkson Academy	Wisbech	Secondary	3	0	2	3
11	Peckover Primary School	Wisbech	Primary	5	0	2	3

CONTRACT PERIOD

This service is required for a test period of January 2018 – July 2018, with an option to extend for an additional 2 years with break clause after the first year.

QUALIFICATIONS

Qualifications pertinent to this contract are detailed below.

Practice counselling in accordance with the “ethical framework for counselling professions”	Essential
Hold appropriate professional indemnity insurance	Essential
Hold a current DBS certificate	Essential
Diploma in counselling	Desirable
Registered member status with BACP (British Association for Counselling and Psychotherapy) or are working towards accreditation with BACP	Desirable
Undertake 30 hours of continuous professional development each year in accordance with BACP regulations	Desirable

OUTPUT REQUIREMENTS

Bidders are required to indicate which school (Lot) they would be able to work at, and provide a cost for delivering Group and Individual Sessions in the grid below. Please use the template below to return costs and indicate which school you are bidding for.



BWT0064_Clinical
Supervision_Pricing R

Lot	School	Location	Phase	Please Tick to Bid For This Work	Unit Cost of Group Session	Unit Cost of Individual Session
1	Brooke Weston Trust	Corby	Trust			
2	Corby Business Academy	Corby	Secondary			
3	Brooke Weston Academy	Corby	Secondary			
4	Corby Technical School	Corby	Secondary			
5	Beanfield Primary School	Corby	Primary			
6	Gretton Primary School	Corby	Primary			
7	Oakley Vale Primary School	Corby	Primary			
8	Kettering Science Academy	Kettering	Secondary			
9	Compass Primary Academy	Kettering	Primary			
10	Thomas Clarkson Academy	Wisbech	Secondary			
11	Peckover Primary School	Wisbech	Primary			

Bidders should provide a summary of the following which will be used in the Non-Price evaluation.

- **Understanding of our requirements** – Explain how you can service our requirements and your capacity
- **Qualifications and Suitability**- Please provide details of your qualifications and suitability for this contract
- **Recent Experience** – Please provide details of your experience and include 2 references that you are happy for us to contact.
- **Method Statement** - Please provide details and recommendation of how sessions would be run.

Your return should be a maximum of 5 pages A4

NEW INFORMATION

It is a requirement that the successful bidder would provide with Brooke Weston Trust notification of any new regulations relating to this RFQ within the contract period.

SCHEDULE OF ACTIVITY

Activity	Start Date	Completion Date
Brooke Weston Trust Issue Request for Quote	08/11/2017	08/11/2017
Bidder Clarification Questions sent to Project Email	08/11/2017	22/11/2017
Bidder Submission of Quotation/Proposal	23/11/2017 4pm	
Brooke Weston Trust Evaluation Period	24/11/2017	08/12/2017
Bidder Introduction Days	TBC in Evaluation Period	
Brooke Weston Trust Delegated Authority Approval	11/12/2017	14/12/2017
Brooke Weston Trust Communicate Outcome to Bidders and Award Contract	15/12/2017	
Brooke Weston Trust Final Contract Approval	18/12/2017	05/01/2018
Service Supplies Commence	08/01/2018	

OUT OF SCOPE

Practice counselling is not required.

ASSUMPTIONS & CONSTRAINTS

ASSUMPTIONS

It is assumed that travel expenses will be included in the proposed costs.

CONSTRAINTS

Sessions are to be carried out during school term time. Schools do have different term times. It may be necessary to carry out group sessions at the end of the school day to ensure adequate safeguarding lead coverage during the school day.

CLARIFICATION AND SUBMISSION DETAILS

CLARIFICATION QUESTIONS

Bidders requiring further clarification or interpretation of the RFQ must submit their request using the question process via email detailed below.

Email: Proc0064@brookeweston.org

SUBMISSION DELIVERY

Submissions should be delivered electronically via email as detailed below, before the submission deadline.

Submission Deadline: Tuesday 05/12/2017

Contact: Martine Boyd
 Tel: 01536 396366
 Email: Proc0064@brookeweston.org
 Reference: Project No: 0064

SUBMISSION REQUIREMENTS

- Please telephone to confirm your email has been received before the deadline.
- Please provide pricing in a separate document to the non-price part of your proposal. This is required for assist evaluation.
- Please encrypt to protect confidential information.
- Please ensure all elements of scope of requirements must be addressed in response.
- Submissions are required on or before submission deadline.

SELECTION CRITERIA AND CONTRACT AWARD

The contract will be awarded to the supplier with highest scoring bid based on the evaluation split:

Price	30%
Non Price	70%

PRICE EVALUATION

A cost per Group Session and Individual Session must be provided for each school you are bidding for. See grid in output requirements.

A price score will be awarded to all bids based on the cheapest price receiving the highest score.

NON PRICE EVALUATION

The non-price element of this contract will be measured based on the following criteria.

Element	Measurement	Weighting
Understanding of Engagement	Ability to deliver proposed solution & capacity for ongoing support	20%
Personnel	Suitability, Qualifications	20%
Recent Experience	Experience in market and working within Education, case studies, reference	15%
Method Statement	Process and Schedule of delivery	15%

Bids will be scored using the mark scheme below.

Score	Weighting	Marks Explanation
5	100%	Excellent response with requirements being met and exceeded in some areas. Showing a comprehensive understanding and the ability to deliver to a high standard. Evidence relating to the proposed services shows high quality.
4	80%	Good response with requirements being met with nothing other than a few minor exceptions which are acceptable to the evaluation team. Reasonable understanding and the ability to deliver to a high standard. Evidence in relation to the proposed services shows good quality.
3	60%	Acceptable answer with requirements being met in parts but not fully. A reasonable understanding to have the ability to deliver the service. Evidence to show that the services is just suitable for the purpose but has not met the standard expected.
2	20%	Poor response where some requirements are being met but there are some large exceptions. Concerns that the services proposed would not be suitable for use.
1	10%	Target requirements only met on a few occasions. Low standard response. Major concerns that the services proposed would be suitable for use.
0	0%	Answer not met the requirements at all. No evidence that the services would be suitable.

CONTRACT AWARD

- The contract shall be awarded to successful supplier by the issue of a Purchase Order Number against the returned quotation.
- The successful supplier quotation shall form the basis of the contract.
- Terms and Conditions Brooke Weston Trust will use are detailed in this RFQ
- The contract term is stated in Detailed Specifications Contract Period in this RFQ.
- Implementation schedule is documented in Schedule of Activity in this RFQ.

BIDDERS CHECKLIST

- Bidders must provide information to cover all elements of the specification, by the submission deadline.
- An authorised agent of the bidder must sign quotations.
- Include bidder company information, describing the size and scope of operations, corporate structure, names, titles and roles of people who would be working directly with Brooke Weston Trust if your company were to be awarded the contract, and years of experience with your company.
- Provide a copy of your organisations latest Annual Report, or Audited Balance Sheet including Profit and Loss statement. If available via website, a link to this information to made available. References to be included in bid previous or ongoing customer references, who may be contacted in the evaluation process.
- Please provide details of your top three customer accounts and additional details of any other key Trust or educational customers.
- Clearly indicate if any of the roles listed in this RFQ will be subcontracted to another supplier.
- Provide details of valid DBS clearance certificates (should be Enhanced DBS including Barred List checks) to be supplied by the bidder including those of any subcontractors. DBS certificates must be made available to BWT prior to any works carried out within the schools.
- Outline a plan to set up and maintain a successful delivery programme.
- Other pertinent information the bidder feels would assist in the evaluation of the bidder's capability.
- Pricing must be split out on a separate page.

BUSINESS OVERVIEW & BACKGROUND

The Brooke Weston Trust specialises in education and has a network of both primary and secondary schools across Northamptonshire and Cambridgeshire. With a student population is around 7,000, staff population is around 1,000 staff, and details of the trust can be found via our website: <http://www.brookewestontrust.org>

Northamptonshire Schools: Brooke Weston Academy, Corby Business Academy, Corby Technical School, Beanfield Primary Academy, Gretton Primary Academy, Oakley Vale and Kettering Science Academy. Cambridgeshire schools: Thomas Clarkson Academy and Peckover Primary school.

CONFIDENTIALITY STATEMENT

All bidders agree that any information about Brooke Weston Trust, which is exchanged as part of the quotation, negotiation, or performance stages of this contract will be kept confidential by the bidder. This is especially important where the information includes Trust finances, enrolment issues, projects and plans for expansion, new academic areas, or other sensitive information.

TAX AND INVOICE REQUIREMENTS

Brooke Weston Trust holds "Charitable Non-Business Activity" status & as such is VAT exempt. Payment terms to the company are net 30 days from the date of invoice.

For this service, the Trust wishes to operate an interim payment schedule, based on a cash-flow forecast, which must be included within the returned quotation

DISCLAIMERS

- Late responses will not be considered.
- Quotations must address all terms of this RFQ.
- Terms and conditions may be incorporated into the final contract.
- In the event that there is a discrepancy between the contract and the RFQ, the RFQ will prevail.
- Brooke Weston Trust (BWT) reserves the right to accept or reject any or all quotations.
- It is the Trusts' intention to award this contract to the supplier who provides the best overall value to the Trust.
- That value will be determined by an evaluation of the price and non-price elements of the returned supplier information.
- Brooke Weston Trust is not obligated to award this contract to lowest bidder.
- Brooke Weston Trust reserves the right to award a contract without further discussions. Therefore, the original submissions must be as complete as possible in all respects.
- Whether a quotation is responsive to this RFQ shall be determined exclusively by and under the sole discretion of Brooke Weston Trust.
- Brooke Weston Trust reserves the right to waive any informality in or reject any or all quotations and accept quotations deemed most favourable to the interest of Brooke Weston Trust after all quotations have been examined and reviewed.
- Any interpretations, correction, or changes in RFQ made in any manner, other than that described here, will not be binding on Brooke Weston Trust and should not be relied on in the RFQ process.
- Brooke Weston Trust may choose to terminate this RFQ at any time for any reason.
- Brooke Weston Trust makes no guarantees as to the actual service purchased, nor will Brooke Weston Trust accept any penalties from the supplier regarding the service purchased

TERMS AND CONDITIONS

These conditions shall not apply where the supply of goods or services is subject to the terms of a framework contract between the Contractor and BROOKE WESTON TRUST.

1. Definitions - In these conditions:

"Contract" means the agreement between BROOKE WESTON TRUST and the Contractor comprising BROOKE WESTON TRUST's request for quotation (&/or request for quotation), any specification, the Contractor's quotation (&/or quotation), these Short Form Conditions of Contract, the Purchase Order, and any documents referred to therein.

"Contractor" means the individual, firm or company with whom BROOKE WESTON TRUST enters into the Contract (including where the context requires any of the Contractor's sub-contractors) as identified in the Purchase Order.

"BWT" means the Brooke Weston Trust.

"Goods" means anything (other than Services) supplied or to be supplied to BROOKE WESTON TRUST under the Contract.

"Purchase Order" means the purchase order issued by BROOKE WESTON TRUST to the Contractor for the supply of Goods and/or the provision of Services.

(v) "Services" means all the services that the Contractor is required to carry out under the Contract.

2. Conditions for the supply of Goods - Contractor's duties

(i) The Contractor shall supply the Goods specified in the Contract. Goods may be returned at the Contractor's expense if they do not correspond with the Contract.

(ii) All Goods shall be delivered, carriage paid, at the place specified and only between 9.00 am and 4.00 pm Mondays to Fridays, unless otherwise agreed by BROOKE WESTON TRUST. A delivery note must accompany the Goods and must specify the quotation reference and the type of Goods being delivered and must also include BROOKE WESTON TRUST's reference number and the Purchase Order number.

(iii) The cost of packaging will be deemed to be included in the cost of the Goods. If the Contractor requires packaging to be returned, it will be returned at the Contractor's expense.

3. Conditions for the supply of Services - Contractor's duties

(i) The Contractor shall properly perform the Services specified in the Contract with the standard of skill, care and diligence which a competent and suitably qualified person performing such services could reasonably be expected to exercise and in accordance with all relevant statutory requirements and industry best practice.

4. Environmental Requirements

(i) In providing the Goods or Services the Contractor shall comply with BROOKE WESTON TRUST's environmental policy, which is to conserve energy, water and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

(ii) All written outputs produced in connection with the Contract shall (unless otherwise specified) be produced on recycled paper containing at least 80% post-consumer waste and used on both sides where appropriate.

(iii) Maximum use must be made of recycled materials in the manufacture of crates, pallets, boxes, cartons, cushioning and other forms of packaging. Packaging must be capable of recovery for reuse or recycling.

5. Health, safety and security

(i) The Contractor shall ensure that all of the Contractor's personnel who have access to or are employed on BROOKE WESTON TRUST's premises comply with BROOKE WESTON TRUST's health, safety and security procedures and instructions and complete any additional security clearance procedures required by BROOKE WESTON TRUST before working at BROOKE WESTON TRUST's premises.

6. Invoices and Payment

(i) The Contractor shall submit an invoice within 30 days of meeting any milestone set out in the request for quotation/& or RFQ to the satisfaction of BROOKE WESTON TRUST or otherwise within 30 days of supplying the Goods or Services to the satisfaction of BROOKE WESTON TRUST. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, BROOKE WESTON TRUST shall pay the Contractor within 30 days of receipt of an invoice.

7. Corrupt Gifts and Payments of Commission

(i) In accordance with the Bribery Act 2010, the Contractor shall not receive or agree to receive from any person, or offer or agree to give to, or procure on behalf of any person in the employment of Brooke Weston Trust, any gift or consideration of any kind as an inducement or reward for doing or not doing anything, or for showing favour or disfavour to any person in connection with the Contract.

8. Official Secrets Acts

(i) If applicable to the Contract, the Contractor shall take all reasonable steps to ensure that all persons employed by him or by any sub-contractor in connection with the Contract are aware of the Official Secrets Acts 1911 to 1989, and understand that these Acts apply to them during and after performance of any work under or in connection with the Contract.

9. Disclosure of Information

(i) To enable compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations, BROOKE WESTON TRUST reserves the right to disclose information about this Contract pursuant to a valid request for information.

(ii) The Contractor hereby gives consent for BROOKE WESTON TRUST to publish the Contract in its entirety to the general public.

(iii) The Contractor shall not disclose any information relating to the Contract or BROOKE WESTON TRUST's activities without the prior written consent of BROOKE WESTON TRUST, which shall not be unreasonably withheld. Such consent shall not be required where the information is already in the public domain, is in the possession of the Contractor without restriction as to its disclosure, or is received from a third party who lawfully acquired it and is under no obligation restricting its disclosure.

10. Discrimination

(i) The Contractor shall not discriminate directly or indirectly or by way of victimisation or harassment against any person contrary to legislation relating to any discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) as amended from time to time, including but not limited to the Race Relations Act 1976, the Sex Discrimination Acts 1975 and 1986, the Disability Discrimination Acts 1995 and 2005, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Religion or Belief) Regulations 2003 and the Equalities Act 2010.

11. Sub-contracting and assignment

(i) The Contractor shall not sub-contract or transfer, assign, novate, charge, or otherwise dispose of the Contract or any part of it without the prior written consent of BROOKE WESTON TRUST. Where the Contractor enters into a contract with a supplier or sub-contractor for the purpose of performing the Contract or any part of it, it shall cause a term to be included in such contract which requires payment to be made by the Contractor to the supplier or sub-contractor within a period not exceeding 30 days from receipt of a valid invoice as defined by the contract requirements.

12. Intellectual Property Rights

(i) Subject to any prior rights of BROOKE WESTON TRUST, and to the rights of third parties arising otherwise than under the Contract, such intellectual property rights as are derived from or arise as a result of the performance of the Contract by the Contractor shall vest in the Contractor. The Contractor hereby grants a perpetual, irrevocable, worldwide, royalty-free licence to BROOKE WESTON TRUST (and any person authorised by them) to use, supply, reproduce, publish, modify, adapt, enhance or otherwise deal with any materials in which such intellectual property rights exist.

13. Termination

(i) If the Contractor fails to fulfil its obligations under the Contract, BROOKE WESTON TRUST may terminate the Contract forthwith by written notice and, in accordance with condition 16, may recover from the Contractor any reasonable costs necessarily and properly incurred by BROOKE WESTON TRUST as a consequence of termination.

14. Break

(i) Without prejudice to condition 13, BROOKE WESTON TRUST shall at any time have the right to terminate the Contract or reduce the quantity of Goods or Services to be provided by the Contractor in each case by giving to the Contractor one month's written notice. During the period of notice BROOKE WESTON TRUST may direct the Contractor to perform all or any of the work under the Contract. Where BROOKE WESTON TRUST has invoked either of these rights, the Contractor may claim reasonable costs necessarily and properly incurred by him as a result of the termination or reduction, excluding loss of profit and consequential losses, provided that the claim shall not exceed the total cost of the Contract.

(ii) Termination or reduction under this provision shall not affect the rights of the parties to the Contract that may have accrued up to the date of termination.

15. Loss or Damage

(i) The Contractor shall, without delay and at the Contractor's own expense, reinstate, replace or make good to the satisfaction of BROOKE WESTON TRUST, or if BROOKE WESTON TRUST agrees, compensate BROOKE WESTON TRUST, for any loss or damage connected with the performance of the Contract, except to the extent that such loss or damage is caused by the neglect or default of BROOKE WESTON TRUST. "Loss or damage" includes but is not limited to: loss or damage to property; personal injury; sickness or death; and loss of profits or loss of use suffered as a result of any loss or damage.

16. Recovery of Sums from Contractor

(i) Whenever under the Contract any sum or sums of money shall be recoverable from or payable by the Contractor to BROOKE WESTON TRUST, that amount may be deducted from any sum then due, or which at any later time may become due, to the Contractor under the Contract or under any other contract with BROOKE WESTON TRUST.

17. Insurance

(i) The Contractor shall effect and maintain an adequate level of insurance cover in respect of all risks that may be incurred by him in the performance of this Contract.

18. Notices

(i) A notice may be served: by delivery to the Contractor; by sending it by email to him; or by ordinary first class post to the Contractor's last known place of business or registered office. A notice shall be deemed served at the time of delivery, after four hours for an email, or on the second working day after posting.

19. Law and Jurisdiction

(i) The Contract shall be governed by and interpreted in accordance with the law of England and Wales. The parties hereby submit to the exclusive jurisdiction of the English Courts.

20. Dispute Resolution

(i) In the event of dispute, the parties shall negotiate in good faith to reach a solution. If they do not reach a solution within one month BROOKE WESTON TRUST may refer the dispute to mediation. During the dispute the Contractor shall at BROOKE WESTON TRUST's discretion continue to perform the Contract with all due diligence.

21. Variations to the Contract

(i) No variation to the Contract will be effective until it has been recorded in writing and signed by BROOKE WESTON TRUST and the Contractor.