

Department for Children, Schools and Families Competitive Grant No: SENDD/SI/1G

13 May 2008

Dear Colleagues

COMPETITIVE GRANT SPECIFICATION FOR A PROJECT TO IMPROVE BRITISH SIGN LANGUAGE PROVISION AND STATUS FOR FAMILIES OF DEAF AND HEARING IMPAIRED CHILDREN AND YOUNG PEOPLE.

- 1 Your organisation along with others is invited to offer a proposal for provision of the above, to the specification outlined in the attached documents. Enclosed are:

Document 1 Instructions and information on the bidding procedures.
Document 2 Specification of the Requirement.
Document 3 Declaration and information to be provided by the Bidder.
- 2 Please read the instructions on the bidding procedures carefully. Failure to comply with them may invalidate your proposal which must be returned by the date and time given below.
- 3 **Four** copies of your proposal must be received by Elizabeth Rouse, Department for Children, Schools and Families, 1st Floor, Sanctuary Buildings, Gt Smith Street, London SW1P 3BT. no later than 12 noon on Friday 4 July 2008. Late proposals will **not** be considered.
- 4 If having read the enclosed specification you decide not to submit a proposal, I would be grateful if could send your reasons (though you are under no obligation to do so) to Elizabeth Rouse, marked 'No Bid'.
- 5 Please contact Elizabeth if you have any questions about this procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of the Department's requirement.
- 6 We are planning a meeting for potential bidders day from 10.00-12.00 on 23 May. If you would like to attend, please let Elizabeth know (elizabeth.rouse@dcsf.gsi.gov.uk) by 20 May so that she can finalise the arrangements.

I look forward to your response.

Yours sincerely

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INSTRUCTIONS AND INFORMATION ON BIDDING PROCEDURES

- 1 These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Elizabeth Rouse, (elizabeth.rouse@dcfs.gsi.gov.uk) Department for Children, Schools and Families, 2nd Floor, Caxton House, Tothill Street, London SW1H 9NA (1st Floor Sanctuary Buildings Great Smith Street London SW1P 3BT from 14 June) if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.
- 2 Please note that references to the 'Department' throughout these documents mean The Secretary of State for Children, Schools and Families acting through his representatives in the Department for Children, Schools and Families.
- 3 We have organised a meeting from 10.00 to 12.00 on 23 May to which all potential bidders are invited. If you wish to attend, please let Elizabeth know by 20 May – she will then send you more information. This meeting will give you the opportunity to seek further clarification on the specification.

Period of the Grant

- 4 The grant is expected to run for a period of 2 years. The Department reserves the option to extend for a further 12 months. As this is being funded via grant funding and not a contract for services this is a not for profit requirement.

Incomplete Bids

- 5 Proposals may be rejected if the information asked for in this invitation and specification is not given at the time of bidding.

Returning Bids

- 6 When returning you bid, envelopes and packages must bear no reference to the bidder by name; franking machines which automatically print the organisation's name should not be used. Tenders must be delivered to reach the address on the label by 12 noon on 4 July 2008

Receipt of Bids

- 7 Bids will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the Bidder to ensure that their proposal is delivered not later than the appointed time.

Acceptance of Bids

- 8 By issuing this invitation the Department is not bound in any way and does not have to accept the lowest or any bid, and reserves the right to accept a portion of any bid, unless the tenderer expressly stipulates otherwise in their proposal.

Inducements

- 9 Offering an inducement of any kind in relation to obtaining this or any other contract or grant with the Department will disqualify your proposal from being considered and may constitute a criminal offence.

Confidentiality of Bids

- 10 Please note the following requirements, you must not:

- Tell anyone else what your proposal costs are or will be, before the time limit for delivery of bids.
- Try to obtain any information about anyone else's bid or proposed bid before the time limit for delivery of proposals.
- Make any arrangements with another organisation about whether or not they should bid, or about their or your proposal's costs.

Failure to comply with these conditions may disqualify your bid.

Costs and Expenses

- 11 You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your proposal whether or not it is successful.

Debriefing

- 12 Following the award of the grant, debriefing will be available to unsuccessful bidders on request.

Evaluation Criteria

- 13 The evaluation process will be conducted in a manner that ensures bids are evaluated fairly to ascertain the economically most advantageous proposal.
- 14 Your response to our requirement will be evaluated under the following headings:

Capability

This will look at:-

- Experience - eg successful track record in delivering similar services.
- Management Structure - eg how the service will be managed; details of any dedicated key staff.
- References.

Involvement of a Range of Partners

This will consider how well the bidders have or plan to involve a range of organisations representing the deaf community.

Technical Assessment

To establish strengths in the bidders ability to meet the requirements of the specification.

Financial and Value for Money

- Costs.
- Management Information.
- Other value adding proposals.
- Affordability

- 15 Please note that the order in which the above criteria are listed does not imply relative importance; any elaboration is illustrative only and is not an exhaustive list.
- 16 We intend to interview shortlisted bidders in weeks beginning 14 July and 21 July.

Purchasing Strategy

- 17 DCSF's purchasing strategy is designed to promote fair and open competition, and constructive co-operation between the Department and suppliers. DCSF is also fully committed to supporting the Government's drive to integrate environmental considerations into public sector procurement. The Department's procurement policy is to achieve continuing improvement in value for money based on whole life costs and quality which includes environmental issues such as running costs, recyclability and cost of disposal. The Department requires that all paper used in the production of reports, documents and other materials arising out of the performance by the successful bidder of their duties under this agreement consists of a minimum of 60% recycled content of which 75% is post-consumer waste. DCSF complies with the Office for Government Commerce's Best Practice Guide on Value for Money Evaluation in Complex Procurements (see http://www.ogc.gov.uk/guidance_evaluation_in_complex_procurements.asp)

Freedom Of Information

- 18 DCSF is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you

have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the

Basis of the Agreement

- 19 The specification in Document 2, a grant letter and any special requirements, will form the basis of the agreement between the successful bidder and the Secretary of State for Children, Schools and Families.

Format of Bids

- 20 Tenderers should present their proposals in the following format:

Section 1 Table of Contents

Section 2 Management Summary

Section 3 Meeting the Specification

Section 4 Cost and Charging Arrangements

Section 5 References and Experience

Section 6 Declarations, Undertakings and Attachments

Conclusions

- 20 Whilst every endeavour has been made to give bidders an accurate description of the Department's requirement, bidders should make their own assessment about the methods and resources needed to meet those requirements.

Specification for a project to improve British Sign Language provision and status for families of deaf and hearing impaired children and young people

Aim

The overall project aim is to improve British Sign Language provision and status for families of deaf and hearing impaired children and young people

Objectives

In order to achieve the aim, the project should deliver the following objectives:

- increase awareness of British Sign Language and choice for families with deaf and hearing impaired children to learn and communicate using BSL;
- increase demand from the children's workforce to improve BSL skills, including to higher levels, to meet the needs of BSL users and ultimately improve Every Child Matters outcomes;
- increase the availability of BSL tutors, courses and interpreters, including to higher levels;
- demonstrate how existing centres of excellence in BSL, such as deaf special schools, specialist units in mainstream schools or BSL course providers, can play a key role in achieving the project's aims; and
- demonstrate how progress can be sustainable beyond the project's life within the current and planned early years, schools and post-16 funding arrangements and disability legislation requirements on service providers.

This project could be delivered in one or more areas or regions to test a particular approach and should be expected to last for a two year period. Given the breadth of the project, proposals from consortia would be particularly welcome, reflecting the breadth of experiences in this area.

Bidders will need to provide:

- details of how it is proposed to deliver the project, including: scope; stages/work-streams; area/region selection; timescales; quantified deliverables; overall measurable outcomes; and costs;
- details of the proposed governance and management arrangements; outline communication plan; and stakeholder and user engagement plan;
- evidence of successful programme, project and financial management skills on major projects;
- details of how it is proposed to engage formally and informally with a range of organisations representing the views of deaf children and young people and their

families, BSL professionals and the wider workforce;

- evidence of experience of promoting BSL courses and training; and
- evidence of working with deaf children and young people and their families.

Approach and Methodology

Your response should cover:

- Your proposed approach and methodology for this project;
- A detailed project plan for the conduct of the work;
- How you will quality assure this work;
- Detailed CVs for key personnel to be assigned to the project, highlighting experience on previous projects of a similar nature.

Costs

Proposals should present a list of prioritised activities so that the project can be scaled to fit within the available budget. Please provide in Section 4 of your bid a complete breakdown of your costs that you are proposing together with an estimate of any expenses that you consider you will incur. Payments will be made by BACS transfer following receipt of a valid invoice.

DECLARATION AND UNDERTAKING TO BE PROVIDED BY THE PROPOSER

Declaration

I/we (Name of tenderer)
declare that we have not communicated to any other party the amount or approximate amount of the proposal price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this proposal. The proposal costs have not been fixed nor adjusted in collusion with any third party.

Undertaking

DCSF requires all tenderers to make full and frank disclosure to the Department in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

signed on behalf of the Proposer

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