

Application Process

A new and 'lighter touch' style of procurement

We will create a list of accredited Providers. Packages will be 'called off' from those Providers by Social Workers

Yortender (<https://www.yortender.co.uk/>)

This is the website we use to run procurement processes.

You will be able to register your interest, access the documents and upload your submission, as well as ask any questions along the way.

The Documents

4 main documents:

1. Invitation to Apply
2. Service Specification
3. Provider Contract
4. Provider Application

Invitation to Apply

- Sets out process, instructions and guidance on how to apply
- Timescales and deadlines
- How to raise a query through the clarification process
- Explains the system we will follow for accreditation – read this alongside the the Provider Application
- Checklist – documents you must submit



Specification

- Sets out the Council's requirements for Daytime Activities
- This is an open specification describing types of opportunities, rather than specific services.
- Describes the contracting and quality arrangements as well as the values we are looking for.

Provider Contract

- The ‘nuts and bolts’ of doing business with the Council. Sets out the obligations of each party and the Council’s requirements around liability, insurance, GDPR, notice periods etc
- Please review this document and raise any queries through the clarification before you submit your application

Provider Application

- Provider Guide – information about your organisation and the services you provide. This isn't scored but will be used as a marketplace of what your organisation can offer.
- Selection Questionnaire – including financial due diligence and questions around CQC and safeguarding

Method Statements

- A set of narrative questions, each containing around 3 bullet points
- Answer each question, based on the specification and your experience including information relating to each bullet point
- Assessed as pass/fail. If you don't pass a section we will contact you for further information

Declarations

- Section 2 – Method Statement
- Section 3 – Pricing
- Section 4 – Declaration of Non Collusive Application
- Section 5 – Freedom of Information
- Section 6 – Form of Application

Please ensure you sign and date these



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Bid Preparation

- Read the Specification. There may be differences in the services specified, to the services you currently provide
- If the Specification is unclear, or you spot an error, raise a clarification through YORtender

Bid Preparation

- Review the Terms & Conditions.
- Understand the supplementary information. Ask any questions through Yortender.
- If you need legal or other external advice, you will need to obtain this before you submit your bid

Hints and Tips

- **Word Count**

- Please stay within the Word Count for each question. Words over the limit will be disregarded

- **Avoiding Generic Responses**

- Direct answers to the questions, relating to services in Bradford. If you've got local knowledge, make sure it shows!

- Avoid marketing material

- Don't assume prior knowledge

Hints and Tips

- **Check your bid before submission**
 - Ask someone else to check it if you can
- **Submit your bid on time**
 - You can submit at any time up to the deadline, but the portal will not allow you to submit afterwards.
- **Keep an eye on Yortender**
 - We may need to clarify an aspect of your bid or request further information.

Contract Award

- Successful applications will receive an award letter and contract for signature. You will be added to the Provider List.
- If you have been unsuccessful we will write to you with reasons. You will be able to reapply in subsequent rounds

How we will use the List

Existing Placements – Your current work will be transferred to the List

New Placements – On completion of their assessment Social Workers will be able to filter the List by requirement and support the person to choose a suitable provider



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Questions and Answers