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Formal Tender  
For Specialist Therapy Services

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May 2021

## Invitation to Tender

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The Trustees of Lime Trust are inviting you to tender for contracted therapy services for Lime Academy Hornbeam, Lime Academy Forest Approach and Lime Academy Ravensbourne.

The Trust is looking to procure therapy services, which include:

- Play therapy
- Music therapy
- Art therapy

The following appendices accompany this tender (below):

- Appendix A Specification
- Appendix B Tender Questionnaire

The supplier can bid for part or all of the services, however, they will need to supply that particular service to all schools within the Trust that require that service. When you submit your tender, please specify which of the services your tender relates to.

## Statement of requirements

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The Lime Trust consists of 8 schools, 4 special and 4 primary, in Cambridgeshire and North and East London.

The Trust's vision is to provide high quality education for pupils through school-to-school collaboration and Trust direction, high challenge and high support. All schools in the Trust strive to improve life chances for all and be respected in their local communities.

The Lime Way:

- Always working to be brilliant
- Putting children first
- Setting the standard
- Building capacity-rich schools

The Values we embed in our schools are:

- Respect
- Equality
- Self-worth
- Partnership
- Enjoyment
- Communication (a voice for all)
- Trust

The Lime Trust special schools based in London are seeking the professional services of a team of therapists who will be able to support our children and young people with a range of therapeutic techniques, which will complement pupils' academic achievements.

Lime Academy Forest Approach is a special educational needs school in the London Borough of Havering, for pupils who have a range of additional needs such as Autism, SLD, MLD, PDA, ODD, ADHD, HI and VI. They currently have 13 classes with 136 students on roll. Their pupils range from Reception to Sixth Form.

Lime Academy Hornbeam is a special school in the London Borough of Waltham Forest, which is split over two sites, William Morris Campus and Brookfield House Campus, for children and young people aged 2-19 with complex needs, including learning difficulties, physical impairment, sensory impairment, ASC and SEMH.

Lime Academy Ravensbourne is a special school in the London Borough of Havering for children with profound and complex needs, aged 2-19. All their pupils have a combination of significant medical, physical and communication needs and are functioning at levels significantly below that expected for their age, most are preverbal and many have sensory impairments.

## Implementation of the Project

We would like the supplier to commence working across the Lime Trust special schools in September 2021. The therapy services may vary from school to school, as they will reflect the needs of the pupils at each school. Our primary preference would be for one company to provide all these services, however, if this were not possible, considerations would be accepted for each therapy service.

The supplier should be aware that strict safeguarding measures will be enforced and all suppliers on site will need to have had an Enhanced Adult and Child DBS check completed. The certificates and DBS numbers will need to be provided to the school(s) prior to the supplier starting work on site.

## Submission of the Tender/Offer

Tenders shall be submitted electronically by emailing the tender bid to [lisa.collison@limetrust.org](mailto:lisa.collison@limetrust.org) with the subject line 'Lime Trust Therapy Services Tender'. Please ensure that your tender is emailed to the address above by **7 June 2021, 11am**. The receipt time on the inbox will be used as the receipt time for the purposes of ensuring a tender is within the time limits.

## Timetable for Tender

Date	Activity	Further information
13 May 2021	Tender documents published	Questions to be sent to: <a href="mailto:lisa.collison@limetrust.org">lisa.collison@limetrust.org</a>
24 May 2021	Questions and clarification window to open	Questions to be sent to: <a href="mailto:lisa.collison@limetrust.org">lisa.collison@limetrust.org</a>
7 June 2021	Submission of tenders by 11am*	Submission to be sent to: <a href="mailto:lisa.collison@limetrust.org">lisa.collison@limetrust.org</a>
8 - 21 June 2021	Tender evaluation period	
w/c 28 June 2021	Selection of supplier	
29 June 2021	Notification of the outcome of the tender process	

\*Please be aware that late tenders will not be considered

## Notification of Acceptance

Tenders shall remain open for acceptance and shall not be withdrawn for a period of sixty (60) days from the closing date of the tender. Unsuccessful tenderers shall be notified in writing by the Head of HR or their representative within 10 working days of acceptance of the successful tender.

## Selection of Tender

The submitted tenders will be reviewed and scored by a panel. Scoring will be based upon the cost of the service and the ability to meet the requirements as outlined in the Appendix A Specification below.

Lime Trust may contact potential providers with clarification questions regarding their proposals. This will take place during the tender evaluation period (as referenced in the timetable).

Potential suppliers should note that the purpose of the tender clarifications is purely to allow evaluators to further understand the tenders submitted. It is not an opportunity for potential suppliers to alter or improve their tenders.

Lime Trust retains the right to seek clarifications to tenders which are deemed abnormally low.

## Successful Supplier

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The potential provider that achieves the highest total score will be awarded the contract. The successful supplier will be informed in writing and the Trust's written acceptance will form a binding agreement between the Trust and the successful supplier. The decision of the Trust will be final.

## Trust Rights

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The Trust reserves the right to:

- Waive or change the requirements of this Invitation to Tender from time to time, without prior notice being given by the Trust
- Seek clarification or review the tenderer's submission
- Disqualify any tenderer that is guilty of serious misrepresentation in relation to its tender
- Withdraw this Invitation to Tender at any time, or to re-invite tenders on the same or any alternative basis

## Terms and Conditions of Tender

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The tender documents submitted by the supplier are, and shall remain, the property of the Trust. It is the responsibility of suppliers to obtain for themselves at their own expense, all information necessary for the preparation of their tenders. Information supplied by the Trust (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of tenders.

Suppliers must satisfy themselves by their own investigations about the accuracy of any such information and no responsibility is accepted by the Trust for any inaccurate information obtained by suppliers. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Trust.

Tenders must be submitted for the supply of all the requirements specified. All information supplied by the Trust in connection with this Invitation to Tender shall be regarded as confidential by the supplier, except that such information may be disclosed for the purpose of obtaining quotations necessary for the preparation of the tender.

Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer, its advisers and the Trust. Any tenderer who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Trust.

Requests for information received following the procurement process shall be considered on a case-by-case basis.

## Appendix A - Specification

### Music Therapist

To support children and young people with their emotional wellbeing, physical health, social functioning, communication abilities, and cognitive skills through musical responses; to design music sessions for individuals and groups based on pupil needs, using music improvisation, receptive music listening, song writing and lyric discussion.

#### Requirement:

School	Number of days	Number of children/groups
Lime Academy Hornbeam, William Morris Campus	Not required	Not required
Lime Academy Hornbeam, Brookfield House Campus	Not required	Not required
Lime Academy Forest Approach	2	1:1 sessions Group class sessions of 6 – 14 pupils (class depending)
Lime Academy Ravensbourne	As many as possible	Pupils would be selected to receive a block of intervention sessions, either 1:1 or as part of a small group, as appropriate, on a referral basis. The aims of these sessions would be to encourage joint attention, interaction and cause and effect response, at a level matched to the pupils' stage of development

### Play Therapist

To support children and young people to feel safe, whilst exploring difficult situations through a range of play techniques, including, but not exclusively: imagination play, role play, art, sound or music, in being able to deal with complex emotions. The therapies used need to be child-led.

#### Requirement:

School	Number of days	Number of children/groups
Lime Academy Hornbeam, William Morris Campus	2	30 pupils
Lime Academy Hornbeam, Brookfield House Campus	2	8 groups
Lime Academy Forest Approach	2	1:1 sessions Group class sessions of 6 – 14 pupils (class depending)
Lime Academy Ravensbourne	Not required	Not required

### Art Therapists

To support children and young people using a process of self-expression to help resolve emotional conflicts, develop social skills, reduce anxiety and enhance pupils' self-esteem.

#### Requirement:

School	Number of days	Number of children/groups
Lime Academy Hornbeam, William Morris Campus	2	30 pupils

Lime Academy Hornbeam, Brookfield House Campus	2	8 groups
Lime Academy Forest Approach	Not required	Not required
Lime Academy Ravensbourne	Not required	Not required

## Appendix B - Tender Questionnaire

Appendix B - Tender Questionnaire sets out the questions that will be evaluated as part of this tender.

### Response template

Organisation name:

Please specify the services that you are tendering for:

<b>1 Specification</b>	
<b>1.1 Specification compliance</b>	
1.1.1 Please confirm your acceptance of the attached specification. If there are any exceptions, please detail below or attach a separate sheet if necessary.	
<b>Response</b>	
<b>1.2 General</b>	<b>15% Weighting</b>
1.2.1 Please provide a brief overview of your organisation and how it could best provide the therapy services required by Lime Trust, as detailed in the specification.  Include details on how many staff your organisation (including consortia members or named sub-contractors, where appropriate) employs.	
<b>Response [maximum 200 words]</b>	
1.2.2 Please give an indication of how you will assist Lime Trust in its objective of providing specialist therapy services to support children and young people in their educational development.	
<b>Response [maximum 200 words]</b>	
<b>1.3 Ability – staff</b>	<b>15% Weighting</b>
1.3.1 Please provide details (including CVs) of the therapists who would provide the service and indicate the number of other organisations they will be supporting.	
<b>Response [maximum 200 words per person plus CVs]</b>	
1.3.2 What are the minimum professional qualifications that your therapists must have?	
<b>Response [maximum 200 words]</b>	
1.3.3 Although the Trust are directing the service required, are the therapist able to offer alternative therapies to support the children and young adults with academic developments.	
<b>Response [maximum 200 words]</b>	

<b>1.4 Staff performance</b>	<b>10% Weighting</b>
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1.4.1 How would you deal with a member of your staff that the Trust has concerns about in terms of their performance?

**Response [maximum 200 words]**

<b>1.5 Communication and safeguarding</b>	<b>15% Weighting</b>
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**1.5.1 Communication**  
Please describe how communication about pupil progress will take place.

**Response [maximum 200 words]**

1.5.2 What is your process for dealing with allegations against members of your staff, and who and what level of management deals with them?

**Response [maximum 200 words]**

1.5.3 If the Trust became unhappy with the services being offered within one or all of the schools listed, what would the process be? Please explain what the process would be to resolve the complaint and include the escalation measures.

**Response [maximum 200 words]**

<b>1.6 Contract management and transition</b>	<b>10% Weighting</b>
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1.6.1 Who will be responsible for contract/account management? How will this process work? How are communications with the Trust representative managed?

**Response [maximum 200 words]**

<b>2 Pricing and payment</b>	<b>30% Weighting</b>
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2.0 Please provide a Schedule of Prices for the services detailed above in the specification

**Response**

**2.1 Payment**

2.1.1 The Trust standard terms of payment are Net 30 days from receipt of acceptable invoice. Please advise any discount available for early payment i.e. 7 or 14 days.

**Response [maximum 50 words]**

2.1.2 The Trust standard payment method is by BACS, please confirm acceptance

**Response [maximum 50 words]**



3.1 Insurance	5% Weighting
3.1.1 Provide details of your Public Liability Insurance policy. The Trust requires a minimum of £5 million public liability cover. Please enclose a copy of your insurance certificate.	
<b>Response [maximum 100 words]</b>	
3.1.2 Please provide a copy of your Employer’s Liability Insurance certificate to confirm that you meet the current legal requirement of £5 million	
<b>Response</b>	
3.1.3 Please provide a copy of your Professional Indemnity Insurance certificate. The Trust requires a minimum of £2m cover.	
<b>Response</b>	

4.1 References			
4.1.1 Please complete attached pro-forma for references			
Please provide details of two contracts preferably from the public sector, that are relevant to the Trust’s requirement. Contracts should have been performed during the past <u>three</u> years and be of a similar size and scope to the requirements set out in Appendix A. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them.)			
		Contract 1	Contract 2
1	Customer organisation (name):		
2	Customer contact name, phone number <b>and</b> email		
3	Contract start date Contract completion date Contract value		
4	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.		
If you cannot provide two examples, please briefly explain why (100 words max)			
Response:			

### Marking scheme:

The following marking scheme will be used to assess the response provided to this question:

10	Excellent - Fully meets the requirements – Response addresses all elements of the question and guidance, is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.
7	Good – Response that addresses all of the elements of the question and guidance and provides details on how the requirements will be fulfilled with no significant weaknesses or major deficiencies, and present an above average level of successful performance expectation.
5	Acceptable – Response is relevant and acceptable, addresses all of the requirements but provides insufficient detail to enable an objective evaluation, above fulfilling the basic requirements as expressed in the question.
2	Poor – response is partially relevant, presents poor evidence of their ability to meet the requirements and is substandard. The response addresses some elements of the requirements but contains insufficient/ limited detail or explanation to explain how the requirement will be fulfilled, and present a low level of successful performance expectation.
0	Unacceptable – Nil or inadequate response. Fails to demonstrate an ability to meet the requirement or completely fails to address the elements of the criterion, or the question is not answered.