**002 – P2170 QUICK DISCHARGE SERVICE (QDS) – LOT 6**

**METHOD STATEMENT QUESTIONS**

Please complete all aspects of this Questionnaire. Should your tender be successful the responses contained within this document will form part of the final contract:-

|  |  |
| --- | --- |
| **Name of Potential Supplier:** | Potential Supplier to complete |
| **Contact Name:** | Potential Supplier to complete |
| **Position in Organisation:** | Potential Supplier to complete |
| **Email address:** | Potential Supplier to complete |
| **Telephone Number:** | Potential Supplier to complete |
| **Date:** | Potential Supplier to complete |

Birmingham City Council

Corporate Procurement Services

PO Box 10680

Birmingham

B4 7WB

[www.birmingham.gov.uk/procurement](http://www.birmingham.gov.uk/procurement)

**INSTRUCTIONS**

**This section contains information that should be read thoroughly prior to answering the questions below. Your attention is also drawn to *001 P2170 FCA ITT Instructions Doc Final for Potential Suppliers.***

A1. Potential suppliers must respond to and provide relevant information with regard to all matters set out below. The responses and information **MUST** be submitted as part of the tender. Failure to provide such information with the tender response may result in the submission being excluded from the procurement process.

A2. Potential suppliers are asked to consider the weightings that are apportioned to each section and or heading as this reflects what is most important to this procurement.

**Compliance with Submissions**

A3. Potential suppliers are required to submit their responses to the Contract Specific Questions set out below. The responses:

* should demonstrate that the potential supplier fully understands and is able to fulfil the requirements.

* will, along with any clarifications, be incorporated into the final Contract Documentation and ultimately become contractually binding on the successful supplier.
* should use definite statements with no caveats. If responses are provided with caveats, these will be rejected and the submission read without reference to them.

**Material Misrepresentation**

A4. The Council shall rely on the information provided by the potential supplier in relation to responses contained within the ITT. A material misrepresentation contained therein shall constitute a material breach of contract.

**LOT 6 QUICK DISCHARGE SERVICE (QDS)**

Potential suppliers must respond to and provide relevant information with regard to all

matters set out below. The responses and information **MUST** be submitted as part of

the tender response. Failure to provide such information may result in your submission

being rejected.

**MATERIAL MISREPRESENTATION**

The Council shall rely on the information provided by the provider in relation to this

section of the tender. A material misrepresentation contained therein shall constitute a

material breach of contract.

**If you are applying for Lot 6 Quick Discharge Services (QDS); the completed template for the additional evaluation requirements below must be uploaded at the time of the submission of the SSQ Web Form by noon on 16th May 2024.**

|  |
| --- |
| **PART 3 – QUICK DISCHARGE SERVICE (QDS) LOT 6 ASSESSMENT (PASS / FAIL)** |
| P3.1 | Your experience of delivering hospital discharge services including the following:• Experience of delivering hospital discharge services• Experience of providing services to vulnerable citizens• Experience of partnership working***Word Count Limit 1000*** |
| Response |

|  |
| --- |
| **PART 4 - LOT 6 QUICK DISCHARGE SERVICE (QDS) QUALITY ASSESSMENT (SCORED) METHOD STATEMENT** |
| P4.1 | Please set out how you plan to deliver the service in Birmingham **(25% Weighting)*****Word Count Limit 1000***  |
| Response |
| P4.2 | Please set out how you intend to deliver against the contract and in what timescale **(10% Weighting)** Note: Please include a mobilisation chart (this will not be included in the word count).***Word Count Limit 1000***  |
| Response  |
| P4.3 | Please set out the systems and processes you will put in place and by when, in order to deliver the service **(20% Weighting)** ***Word Count Limit 1000***  |
| Response |

|  |  |
| --- | --- |
| P4.4 | Please set out how you will resource the service and how this will be structured, including staff and management structure **(25% Weighting)*****Word Count Limit 1000*** Note: Please include x1 organogram/structure chart (this will not be included in the word count). |
| Response  |
| P4.5 | Please set out how you will manage the quality and performance of the service**.****(20% Weighting)*****Word Count Limit 1000***  |
| Response  |