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Department
for Work &
Pensions

**Personal Support Package
Local Supported Employment
Proof of Concept
(England, Scotland and Wales)**

**Expression of Interest Instructions for Local
Authorities**

Feb 2017

Version 1

Instructions to Local Authorities

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1. General Information

These instructions, together with the expression of interest (EoI) specification and all other information and documents to which they refer, are designed to ensure that all EoI's are given equal and fair consideration. It is important, therefore, that you provide all the information asked for in the format and order specified.

This document contains the information and instructions local authorities need to submit a completed EoI.

Please read the information and instructions carefully, non-compliance with the instructions may result in the disqualification of your EoI from this exercise. Local authorities need to ensure that they have read all the documentation contained within this pack thoroughly so that questions or clarifications are not raised unnecessarily.

2. Administration of the EoI Process

The Local Supported Employment (LSE) proof of concept (PoC) EoI opens **on 27 February 2017** and you have until **5pm on 27 March 2017** to email your EoI to the LSE team using the email address below:

ESO.LSE@DWP.GSI.GOV.UK.

The EoI's received will then be sifted initially for completeness before being passed through to the panel for consideration, scoring and selection.

The LSE team will then write to local authority contacts (using the contact details provided) to inform them of the result.

Feedback will be available on request.

3. Costs and Expenses

The Department for Work and Pensions (DWP) will not be reimbursing travel and subsistence expenses to local authorities.

4. Question Clarification

A Question and Answer log will be held by the programme to manage and monitor all questions raised to provide a consistent response to enquiries.

The Question and Answer log is available following the launch and will be distributed weekly to all local authorities who subscribe. Please indicate if you would like to subscribe by sending an email to ESO.LSE@DWP.GSI.GOV.UK with the subject heading 'Question and Answer Log Subscription'. All questions will be anonymised. Should there be any question you feel is commercially sensitive to your local authority, please identify this when raising the question and we will consider whether it is omitted from the published log.

5. Acceptance and Return of Tenders

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EoI's will remain unopened until the deadline for receipt has passed and then they will be opened and evaluated in accordance with the given procedures. The EoI's will undergo an initial compliance check to ensure that all information requested has been received.

6. Data Security

Please be aware of sensitive information that you may wish to include in your EoI. Use anonymised information if you are referring to specific example. The PoC is subject to standard Freedom of Information requests.

In terms of your delivery should you be selected, information must be protected together with systems, equipment and processes which support its use. You must demonstrate an appropriate level of security.

If selected you will be required to submit a Draft Security Plan detailing how you will be consistent with the principles of the DWP Security Policy for Contractors, which includes compliance with ISO/IEC27001 and Cyber Essentials Scheme. A copy of this document can be found on '[Gov UK - Other DWP procurement and policy documents](#)' and full guidance is provided in the relevant document and in Schedule 6 of the DWP Standard Terms and Conditions. A full Security Plan will be due in advance of the formal start of the PoC delivery.

7. EoI Timetable

Set out below is the proposed procurement timetable. This is intended as a **guide** and, whilst DWP does not intend to depart significantly from it, there may be occasions especially around obtaining Ministerial approval where the timetable will be subject to minor change.

Activity	Date
Launch of LSE PoC EoI exercise	27 February 2017
EoI bids to be returned	27 March 2017
Bid Evaluation	28-31 March 2017
Selected local authorities informed	13 April 2017
Initial LSE Workshop(s) - London	24 April 2017 TBC*
Initial LSE Workshop(s) - Birmingham	26 April 2017 TBC*

*Note: Location of initial workshop is to be confirmed once the selected local authorities are known. Further workshops have been scheduled for 15 and 18 May 2017 in London/Birmingham, these dates will be confirmed.

8. EoI Completion

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You should answer all questions using the template provided, presenting them in the same sequence and using the same references. Please ensure all answers are self contained with no cross-referencing. Only information entered into the appropriate answer boxes (which may be extended as necessary but should not exceed any applicable word limit/page count) will be taken into consideration for the purposes of evaluating the tender.

Responses must not exceed the pre-set margins and space allocation. We have applied a word limit on your response to some or all questions. These limits are provided in the Eol questionnaire and any response in excess of these allocations will be disregarded and will not be evaluated.

Therefore, bullets, tables, simple graphs and charts in support of your responses are all permitted. Responses must be presented using Arial font size 12 (English Language and black typeface) this includes instances where information may be tabulated as part of the response. The only exception permitted is for illustrative screen shots, graphs and charts, which should be presented within the allocated page limit for the question they are relevant to and must not be embedded separately as this information will be disregarded.

Eol questionnaires must be completed using Microsoft Word. Files submitted in Microsoft Project, Excel format or PDF will not be accepted.

All acronyms and abbreviations, if used, must be fully explained.

9. Eol Questionnaire Submission Procedure

The Eol questionnaire has been specifically designed to be compatible with DWP systems and must not, under any circumstance, be altered.

Your Eol questionnaire may be completed and submitted at any time before the submission deadline using the DWP email address provided.

You are responsible for ensuring that your Eol questionnaire has been fully completed and all information included prior to the Eol exercise submission deadline.

Please allow sufficient time to submit your Eol questionnaire, it is recommended that you allow time for a final check to be undertaken prior to the submission deadline. It will not be possible for you to upload any further information after the Eol exercise submission deadline. Information Technology (IT) problems within your own system will not be considered reasonable grounds for late submission.

You may modify and resubmit your Eol questionnaire at any time prior to the submission deadline. Eol questionnaires cannot be modified after the submission deadline. Upon the submission deadline, you must ensure that you have only submitted a single form.

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Should DWP need to extend the Eol deadline you will be notified formally in writing.

10. Deadline for Submission of Eol Questionnaire

All Eol questionnaires must be received by the submission deadline of **5pm on 27 March 2017** as shown in the procurement timetable.

To ensure that all local authorities are treated fairly, Eol questionnaires received after the Eol submission deadline may be rejected by DWP. The decision whether to reject an Eol questionnaire received after the Eol submission deadline is made entirely at DWP's discretion.

11. Additional Materials, Documents and Attachments

No additional documentation should be submitted with the Eol questionnaire. Information that forms part of general company literature or promotional brochures will not form part of the evaluation process and should not be submitted.

The Eol questionnaire should not contain any inserted, pasted or embedded pictures or documents (image files, Adobe Acrobat documents or other Word documents) unless specifically requested by DWP.

12. Expression of Interest Evaluation Process

DWP will undertake a selection appraisal of your Eol questionnaire to satisfy itself that you are fundamentally eligible.

All compliant local authorities who pass this initial selection stage will then be subject to separate selection evaluation.

13. Selection Criteria

We would like to work with local authorities from across a range of categories that are:

- Located in England, Scotland or Wales
- In predominantly rural or predominantly urban conurbations
- Operating as Tier 1 or Single Tier
- Already delivering a Supported Employment service or,
- Not currently delivering a supported employment service.

Weighted scoring will be applied to the answers provided in the questionnaire and a selection will be made from eligible Eol's to enable the proof of concept to test models across the range listed above. The selection will consider Eol's in the order of scoring.

To be eligible, you must;

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- commit to demonstrating fidelity to the supported employment model (e.g. 'place then train' or Individual Placement Support).
- commit to maintaining the funding profile for Supported Employment where you currently deliver the service.
- commit to at least match funding outcome payments (and start up payments)

At the selection stage, you will be assessed against the following selection criteria;

- Level of engagement or commitment demonstrated by the local authority by providing detail of;
 - Funding, planned expenditure, ability to expand provision and current caseload or;
 - Commitment to set up a new service and understanding of what is required
- Evidence of engagement and joint working with other local services including local health services
- Commitment to adhering to the model
- Understanding of eligibility for provision and identification of potential service users.

14. Scoring Methodology

The responses to the EoI questionnaire will then be scored against the criteria and weightings stipulated above using the scoring scale set out below. Please note that any question scored as zero will be result in the EoI being rejected from the evaluation.

Score	
6	The response was robust, detailed, well-articulated in all material respects providing strong evidence that the criteria would be met, with no weaknesses or areas of concern with the content.
4	The response presented evidence that the criteria would be met, good in many respects, but with minor weaknesses or concerns with the content.
2	The response provided limited evidence that the criteria would be met; there were major weaknesses or concerns with the content. The response lacked significant detail and/or clarity.
0	The response did not provide evidence that the criteria would be met; and was wholly unsatisfactory in terms of content. Major weaknesses, issues or omissions were identified. The response was poorly articulated and/or inconsistent.

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15. Tie Breaker

In the event of two or more local authorities within the same category achieving the same score on the selection criteria, the tie breaker will be considered by the independent panel members and it will focus on the local authority/authorities whose evidence demonstrates an increased ability to scale up and deliver a Supported Employment service as proposed in their EoI return and required through the specification.

16. Post selection notification

DWP will notify local authority contacts supplied in the EoI questionnaire by email of the outcome of the selection exercise by **13 April 2017**.

Feedback will be available upon request.

17. EoI exercise issue resolution process

In the event of any issues, questions or concerns during the EoI exercise period, please write to the DWP LSE team email inbox so that your query can be logged and actioned. ESO.LSE@DWP.GSI.GOV.UK

Abbreviations	
DWP	Department for Work and Pensions
EOI	expression of interest
IT	Information Technology
LSE	Local Supported Employment
POC	proof of concept