

# 441

# INVITE TENDER AND AWARD CONTRACTS

## Unit overview

---

### Elements of competence

- 441a Invite and evaluate tenders
- 441b Negotiate and award contracts for the provision of services

### About this unit

This unit is about inviting providers to tender to deliver health and social care services and agreeing the details of contracts with them.

### Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Tenders:** open to all providers; open to a selected group of providers only; open to a single provider only.

**Partner agencies:** agencies within the local substance misuse partnership; other agencies with which you work in partnership.

**Substance Misuse Services:** education and prevention services; care and treatment services; rehabilitation and transitional care services; services for relatives and carers of substance misusers.

## 441 INVITE TENDER AND AWARD CONTRACTS

### 441a Invite and evaluate tenders

#### Performance criteria

---

You need to show that:

- 1 You accurately identify when you must go out to **tender** for **services**
- 2 You develop tender documentation for the services you are responsible for commissioning in line with organisational and legal requirements
- 3 The tender documentation contains a detailed specification and all the information providers require to produce an accurately-costed tender
- 4 The tender documentation specifies the procedures and timing for submission of tenders
- 5 The tender documentation specifies clear evaluation criteria that are capable of helping you select the tender which offers best overall value
- 6 You invite tenders from a range of suitable providers agreed with your partner agencies
- 7 Any additional information requested is made available equally to all tenderers
- 8 You accept only those tenders which have been made in accordance with the procedures and timing for submission of tenders
- 9 Tenders are evaluated fairly against the specified evaluation criteria by people who are competent to do so
- 10 You provide tenderers with opportunities to clarify any details which may be necessary to evaluate tenders fairly

## 441 INVITE TENDER AND AWARD CONTRACTS

### 441b Negotiate and agree contracts for specific services

#### Performance criteria

---

You need to show that:

- 1 You resolve with providers any areas where their tenders appear to be at variance with specifications
- 2 You negotiate the details of contracts with providers in order to ensure the continuing delivery of specified services that represents good value for money over the medium term
- 3 You negotiate in ways which are consistent with maintaining effective working relationships with providers and **partner agencies**
- 4 You offer contracts for the provision of services to those providers whose tenders best meet the specified criteria
- 5 The contracts you offer clearly state the aims and objectives of services and the level of service required
- 6 The contracts you offer clearly state how the objectives of services and the level of service will be monitored and evaluated
- 7 The contracts you offer clearly state the milestones and payments to be made to the providers
- 8 The contracts you offer clearly state the roles and obligations of each party
- 9 The contracts clearly state the action to be taken if the provider fails to deliver services to specifications
- 10 The contracts you offer meet organisational and legal requirements
- 11 You inform partner agencies and unsuccessful tenderers promptly of the outcome of the tendering process

**Knowledge specification for the whole of this unit**

---

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit. When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**Legislation and organisational policy and procedures**

- 1 Legal requirements relevant to the functions being carried out
- 2 Organisational requirements relevant to the functions being carried out

**Theory and practice****Communication and interpersonal skills**

- 3 The importance of clarifying details and ensuring mutual understanding, and how to do so
- 4 The importance of keeping people informed about developments and changes to activities and plans, and how to do so

**Information handling**

- 5 The importance of ensuring additional information is made available equally to all tenderers, and how to do so

**Local knowledge**

- 6 The partner agencies in the local area
- 7 The range of suitable providers of services in the local area

**Monitoring and evaluation**

- 8 Ways of monitoring and evaluating objectives and levels of service effectively
- 9 The importance of developing clear criteria for evaluation, and how to do so
- 10 How to evaluate fairly against specified criteria

**Negotiation**

- 11 How to negotiate in ways which deliver good value for money and maintain effective working relationships

**Procurement**

- 12 When you must go out to tender for services
- 13 What service specifications, tender documents and contracts should contain
- 14 How to develop service specifications, tender documents and contracts
- 15 The level of detail providers need to be able to produce an accurately-costed tender
- 16 Procurement procedures
- 17 The importance of ensuring continuing delivery of specified services that represents good value for money over the medium term
- 18 The range of actions which may be taken if providers fail to deliver services to specifications
- 19 Recognised good practice in commissioning and delivering services
- 20 The range of services

**Evidence requirements for this unit**

---

- Direct observation by assessor and/or an expert witness is required for some of the performance criteria for every element in this unit.
- Prior to commencing the unit you should agree a plan with your assessor regarding the types of evidence to be used.
- You must provide your assessor with evidence for ALL the performance criteria and ALL the knowledge requirements and the relevant parts of the SCOPE as applicable to your workplace.
- The evidence must, at all times, reflect the policies and procedures of the workplace as linked to current legislation and the values and principles for best practice within the Care Sector. This will include the National Service Standards for your area of work or client group.
- All evidence should relate to real work activities for ALL elements of this unit.
- Simulation is not permitted for this unit.

**Competences can be demonstrated using a variety of types of evidence from the following:**

- **Work products:** these can be any record that you would normally use within your normal role eg tender and contract documentation and guidance, policies and procedures, records and reports; communication records, minutes of meetings with partner agencies and others, etc.
- **Assignment/project:** you may have already completed a project or assignment (for example from HNC, NC, VRQ, BTec courses, D32, 33, 34, A1 and V1). You could also use evidence of previous in-house training course/programmes you have completed showing professional development.
- **Reflective accounts:** you describing your actions in (a) particular situation(s) and reflection on the reason(s) for you practicing in that way, in relation to the invitation and awarding of contracts.
- **Questioning/professional discussion:** you and your assessor may agree on questions or discussion to demonstrate your knowledge, to supplement the knowledge demonstrated through observations, products and reflective accounts. These can be oral or written but evidence of this must be recorded.

**NB Confidential records are not required in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If they are included they must be anonymised.**