|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| https://www.mygov.scot/images/organisations/aberdeen-city-council.png  **EARLY LEARNING AND CHILDCARE EXPANSION 2020**  **FUNDED PROVIDER APPLICATION FORM**  **PROVIDER NAME**   |  | | --- | |  |  |  |  | | --- | --- | | **Office Use Only** | | | **Application Ref Number** |  | | **Date Application Received** |  | |

**APPLICATION OVERVIEW**

The Council has developed this process to align with both the policy requirements and requirements under Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

The process reflects both the flexibility required for new settings to apply and be awarded contracts to offer the funded ELC entitlement whilst ensuring compliance with relevant legislation and guidance.

The purpose of the application process is to seek information to assure the Council that the Applicant is capable of delivering early learning and childcare in line with the National Standard and meet the contractual requirements

It is the intention that Applicants who are able to provide evidence that they meet the National Standard criteria, the contractual requirements, and confirm their acceptance of the terms and conditions will be awarded a contract.

This application process distinguishes between:

• Lot 1 – Nursery Services (including Private, Public and Third Sector Settings)

• Lot 2 – Childminding Services

This application process, resulting in an agreed contract with the Applicant (then referred to as the “Service Provider”), enables the Council to contract with Service Providers in order to ensure parents and carers can access their child’s funded entitlement.

There is no guarantee that any funded hours will be accessed with Service Providers who are awarded a Contract, and there is no guarantee of any business, use, level of use or continuity of business during the lifetime of the Contract. Any mention contained herein relating to the volume or frequency of use is purely indicative of past usage and should not be regarded as confirmation of future use.

Applicants should note that, although there is no guarantee of any funded hours being awarded under the Contract, it is the intention of the Council to signpost parents and families to Service Providers with whom the Council has a contract in place.

The contractual process is as follows:

* Complete Part A of the Application Process
* Complete Part B of the Application Process
* Agree to the terms & conditions of contract template and follow the signing instructions (issued with the Application form)
* Return Parts A & B to the Council (electronically, to the following: [EYFunding@aberdeencity.gov.uk](mailto:EYFunding@aberdeencity.gov.uk) )
* The Council will endeavour to complete the application/contractual process within one calendar month
* Applicants will be notified in writing of the outcome of their application

The application process will remain open at all times throughout the framework term for new Applicants and for those wishing to re-apply.

The date that the contract shall take effect (the “Commencement Date”) will depend on the when the Applicant submits their application, however, unless terminated at an earlier date by operation of Law or in accordance with the terms and conditions of the contract, shall expire on **16th August 2024**.

**PART A**

**Section A –** **Information concerning the Applicant, Form of Participation & Reliance on Capacity of other Entities**

For the purposes of this form, any reference to the “Applicant” has the following meaning:

* any organisation/individual offering Early Learning and Childcare provision registered with the Care Inspectorate under day care of children or childminding registrations applying for one or more Setting to deliver the funded hours; and
* any person who is a member of the organisations administrative, management or supervisory body, or has powers of representation, decision or control.

|  |  |
| --- | --- |
| Name of Applicant:  (If applicable, as per Company’s House or OSCR registration) |  |
| If applicable, Company’s House or OSCR (Scottish Charity) registration number: |  |
| Postal address Line 1: |  |
| Postal address Line 2: |  |
| Postal address Town/City: |  |
| Postal address Postcode: |  |
| Postal address Country: |  |
| Telephone (including dialling code): |  |
| Email: |  |
| Applicant Legal Status: | Sole Trader  Private Limited Company  Public Limited Company  Partnership  Other (e.g., Childminder) |
| If “Other”, please specify legal status: |  |
| Parent Company (if applicable): |  |
| Is the Applicant participating in the process together with others? (i.e. as a group of nurseries that each have a separate company structure)  If “**Yes”**, please indicate the role of the Applicant in the group (leader, responsible for specific tasks) and where applicable, name of the participating group. |  |
| Does the Applicant rely on the capacities of other entities in order to provide the Service? (i.e. rely on other nurseries or childminders to provide the ELC services)  Please note that if the Applicant states “**Yes**” to this question may result in the Council requesting further information |  |
| Representative of the Applicant (authorised signatory): |  |
| Job Title: |  |
| Postal Address Line 1: |  |
| Postal Address Line 2: |  |
| Postal Address Town/City: |  |
| Postal Address Region: |  |
| Postal Address Postcode: |  |
| Postal Address Country: |  |
| Mobile: |  |
| E-mail: |  |
| Website: |  |

**Section B – Mandatory and Discretionary Exclusions**

The Applicant uses this as a self-declaration that they have not breached any of the mandatory exclusion grounds (or if they have, they can demonstrate to the Council’s satisfaction that they have taken remedial measures).

The mandatory and discretionary exclusion grounds are set out in Appendix A that Applicants are required to read before completing this declaration. By signing this form, Applicants confirm that they have read these.

Please note that the Council may request additional information from the Applicant regarding this section.

**Mandatory Exclusions - Criminal Convictions**

The Applicant confirms that they have read the grounds relating to criminal convictions as per [Regulation 58 (1) of The Public Contracts (Scotland) Regulations](http://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf) (also in Appendix A) and confirm that the Applicant has NOT been the subject of a conviction within the last five years for one of the reasons listed in Regulation 58 of The Public Contracts (Scotland) Regulations 2015?

YES  NO

**Discretionary Exclusions**

The Applicant confirms that they have read the grounds relating to discretionary exclusion grounds convictions as per [Regulation 58 (3) or 58 (8) of The Public Contracts (Scotland) Regulations](http://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf) (also in Appendix A) and confirms that the Applicant has NOT been the subject of a conviction within the last three years for one of the reasons listed in Regulation 58 of The Public Contracts (Scotland) Regulations 2015?

**Taxes or social security contributions**.

* Has the Applicant failed to meet all its obligations relating to the payment of taxes or social security contributions?

YES  NO

**Blacklisting**

* Has the Applicant committed an act prohibited under the Employment Relations Act 1999 (Blacklists) Regulations 2010?

YES  NO

**Environmental, Social and Labour Law**

* Has the Applicant breached its obligations in the fields of environmental law, social law or labour law?

YES  NO

**Insolvency, Conflicts of Interests or Professional Misconduct**

* Is the Applicant in any of the following situations – bankrupt, insolvent, in an arrangement with creditor, its assets being administered by a liquidator, its business activities are suspended?

YES  NO

* Is the Applicant guilty of grave professional misconduct?

YES  NO

* Has the Applicant entered into agreements with other economic operators aimed at distorting competition?

YES  NO

* Is the Applicant aware of any conflict of interest due to its participation in this procedure?

YES  NO

* Has the Applicant been guilty of serious misrepresentation in supplying this information or has it withheld such information?

YES  NO

***If an Applicant has answered ‘Yes’ to any of the questions in Section B – Discretionary Exclusion, this may result in its exclusion from the process.***

The Applicant can provide evidence to show that it has taken sufficient and appropriate remedial action to demonstrate its reliability.

If you have answered Yes to any of the questions under **Discretionary Exclusion**, please provide details of any measures you have undertaken in the box below. The Council will take this information into account and a decision will be made regarding the Applicant’s suitability to provide the service, based on the remedial action/s taken.

|  |
| --- |
|  |

**Section C - Insurances**

* Does the Applicant hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:
  + Employers (Compulsory) Liability Insurance\* - £10million
  + Public Liability Insurance – minimum of £5million
  + Statutory Third-Party Motor Vehicle Insurance (only where Applicants will use their vehicles when undertaking activities under the Contract)

\* where applicable under the Employers’ Liability (Compulsory Insurance) Act 1969

YES  NO

For additional insurance comments:

|  |
| --- |
|  |

**Section D – Police Checks**

**Information Sharing with Police Scotland**

Police Scotland is committed to partnership working and continually looks for opportunities to work more closely with partner authorities and organisations to detect, prevent and reduce crime. The Chief Constable of Police Scotland and the Council recognise that there is an opportunity for unscrupulous, criminal or corrupt persons and criminal enterprises to be involved in criminality and to make criminal financial gains from the provision of services to the Council. The Council also consider that it is beneficial for them to have access to information about such unscrupulous, criminal or corrupt persons, and criminal enterprises, who may seek to make gains from the provision of services to the Council, to enable them to properly and fully discharge their role for the prevention and detection of crime and other irregularities against the Council.

Applicants are advised that:

* consultation may take place with Police Scotland in relation to this Contract
* prior to the acceptance of any offers, Police Scotland may be invited to review the proposed organisation(s)
* if the Applicant is a limited Company, the Council may require details of all personnel connected with the Company.

**Section E –Care Inspectorate Registration and Setting Information**

The Applicant confirms that the following information regarding its registration with the Care Inspectorate (in relation to both Provider and Service information) is correct, the following Early Learning and Childcare Setting is registered with the Care Inspectorate, and that the Setting should be considered for award (in line with the evidence provided).

**Provider Information**

|  |  |  |
| --- | --- | --- |
| **Service Provider Number\*** | **Service Provider Name\*** | **Service Provider Registered Address\*** |
|  |  |  |

\*The Provider Name, Number and Address MUST match the Care Inspectorate registration certificate for the Service.

**Setting Information (including Care Inspectorate Service Information)**

*Only a Setting registered under the Provider Number/Name above can be included in the table below. In the following table, “Service” is used in place of “Setting” to match the terminology used by the Care Inspectorate on registration certificates.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Name\*\*** | **Service Number\*\*** | **Service Address\*\*** | **Basis upon which premises are occupied?**  **(Owner, Mortgaged, Lease)** | **Has the Service had a formal complaint raised against it via, or been under investigation by, the Care Inspectorate or SSSC in the last 12 months?[[1]](#footnote-1) (Yes/No)** | **Are there any conditions of registration for this Service? If ‘Yes’, please provide details** | **Opening Hours** | **Number of Registered Places** | **Number of Funded Places available for 2-year olds** | **Number of Funded Places available for 3- and 4-year olds** |
|  |  |  |  |  |  |  |  |  |  |

\*\*The Service Name, Number and Address MUST match the Care Inspectorate registration certificate for the Service.

**Section F – Acceptance of the Terms and Conditions of Contract**

Does the Applicant accept the Terms and Conditions of Contract for Early Learning and Childcare Services relevant to the lot(s) for which you are offering?

Please note that selecting "NO" as a response may result in your offer not being considered further.

YES  NO

**Section G – Acceptance of Sustainable Rate & Support Package**

Does the Applicant accept the Sustainable Rate & Support Package for Early Learning and Childcare Services relevant to the lot(s) for which you are offering?

Please note that selecting "NO" as a response may result in your offer not being considered further.

YES  NO

**Section H – Child Protection**

Does the Applicant confirm that they have an up-to-date child protection policy in place and that all staff have received training on child protection within the last 2/3 years?

Please note that selecting "NO" as a response may result in your offer not being considered further.

YES  NO

**Section I – Food Hygiene / Food Safety**

Does the Applicant confirm that they have an up-to-date food hygiene and safety policy and required licenses in place?

Please note that selecting "NO" as a response may result in your offer not being considered further.

YES  NO

**Section J – Health and Safety**

Does the Applicant confirm that they have an up-to-date and regularly reviewed, health and safety policy in place that complies with all relevant law and guidance?

Please note that selecting "NO" as a response may result in your offer not being considered further.

YES  NO

**PART B**

**NOTE TO APPLICANT:** Please note that the Council may, as part of the Application Process, request evidence regarding Sections B to J (inclusive) to assure themselves that these questions have been answered accurately by the Applicant.

**Introduction**

The following link to the National policy sets out the approach, and the national standard, which all applicants wishing to deliver services will have to meet:

[Funding follows the child and the national standard for early learning and childcare providers: principles and practice](https://www.gov.scot/publications/funding-follows-child-national-standard-early-learning-childcare-providers-principles-practice/pages/1/)

Part B of this application process distinguishes between:

• Lot 1 – Nursery Services (including Private, Public and Third Sector Settings)

• Lot 2 – Childminding Services

For a successful application, please complete the appropriate Lot/s information:

**Lot 1– Nursery Services (including Private, Public and Third Sector Settings)**

Q1. Please insert your current grades in all Care Inspectorate themes and date of last inspection:

|  |  |  |
| --- | --- | --- |
| **Theme** | **Date Inspected** | **Grade Awarded** |
| Care and Support |  |  |
| Environment |  |  |
| Staffing |  |  |
| Management and Leadership |  |  |

Q2. If any of your current grades are below grade 4, please detail your improvement plan and remedial actions (attach if appropriate):

|  |
| --- |
|  |

**How Good is our Early Learning and Childcare?**

All children are entitled to the best start in life. It is acknowledged that the benefits of high-quality experiences will enhance children’s social, emotional and intellectual development. The quality indicators in “How Good is our Early Learning and Childcare?” identifies the impact early learning and childcare has on improving the lives of children and their families. In this section you are required to provide evidence that you are able to deliver good quality early learning and childcare and have systems in place to evaluate and continually improve the service you offer.

Q3. Using the quality indicators in “How Good is our Early Learning and Childcare?” (See appendix B) please evaluate your service by answering the following questions:

* How are we doing?
* How do we know?
* What are we going to do now?

**HGIOELC Leadership and Management**

|  |
| --- |
| **How good is our leadership and approach to management** |
| Please refer to the following quality indicators and give an overview of current strengths and areas for improvement.  1.1 Self-evaluation for self-improvement  1.2 Leadership of learning  1.3 Leadership of change  1.4 Leadership and management of practitioners  1.5 Management of resources to promote equity |
| **Strengths:** |
| **Areas for Improvement:** |

**HGIOELC Learning provision**

|  |
| --- |
| **How good is the quality of care and learning we offer?** |
| Please refer to the following quality indicators and give an overview of current strengths and areas for improvement.  2.1 Safeguarding and child protection  2.2 Curriculum  2.3 Learning, teaching and assessment  2.4 Personalised support  2.5 Family learning  2.6 Transitions  2.7 Partnerships |
| **Strengths:** |
| **Areas for Improvement:** |

**HGIOELC Successes and Achievements**

|  |
| --- |
| **How good are we at ensuring the best possible outcomes for all our children?** |
| Please refer to the following quality indicators and give an overview of current strengths and areas for improvement  3.1 Ensuring wellbeing, equality and inclusion  3.2 Securing children’s progress  3.3 Developing creativity and skills for life and learning |
| **Strengths:** |
| **Areas for Improvement:** |

**Planning for improvement**

Q4. In the light of your responses in Q3, you should now be able to identify priorities for development which should help you meet the early learning and childcare requirements more effectively.

The action a Service is going to take needs to be agreed by all involved in the process e.g. staff, parents and children and should set out clearly the:

* improvement intended in the children’s learning and experiences; (Expected Impact/Outcome)
* action to be taken to bring about the improvement; (Specific Actions)
* strategies for monitoring and evaluating how the actions are being implemented; (Monitoring & Evaluation Strategies)
* evidence to be used to recognise when the action has been successful; (Evidence)
* staff who will be involved; (Personnel)
* time the process will take; and (Timescale)
* resources needed, including staff development and training (Resources needed/ CPD) (see Appendix C for action plan)

**Priority 1**

|  |
| --- |
|  |

**Priority 2**

|  |
| --- |
|  |

**Priority 3**

|  |
| --- |
|  |

Q5. Please detail your commitment to Fair Work Practices (FWP) by selecting the fair work practices that your organisation offers staff. If you offer additional FWP, please include them at the bottom:

|  |  |
| --- | --- |
| **Fair Working Practice** | **Offered by your organisation (tick)** |
| Fair Pay – payment of the Real Living Wage to childcare workers |  |
| No inappropriate use of zero hours contracts or exploitative working |  |
| Policies and practices which are understood and applied that respect health, safety, and wellbeing |  |
| Opportunities for flexible working |  |
| Training and development opportunities |  |
| Promotion and progression practices |  |
| Ensuring the mental and physical health of staff |  |
| Autonomy, opportunities to problem solve and make a difference |  |
| Openness, transparency, dialogue and tolerance of different views |  |
| Union recognition and collective bargaining |  |

Additional Fair Work Practices

|  |
| --- |
|  |

Q6. The Council may request and/or carry-out the following checks – are these available/ acceptable?

* Access to Staff Rota/Register YES ☐ NO ☐
* Access to Child Register YES ☐ NO ☐
* Access to a copy of annual accounts YES ☐ NO ☐
* Carrying out a credit check YES ☐ NO ☐
* Business Continuity Plan YES ☐ NO ☐
* Fire Audit/Action Plan YES ☐ NO ☐
* Staff Training Plan YES ☐ NO ☐

**Please note that selecting "NO" as a response may result in your application not being considered further**

Q7. Confirm that you have attached the Parent/Carer Handbook with sample invoice template. (Refer to Clause 13.3.4 – 13.3.5 of the Contract T&Cs for invoicing requirements).

YES ☐ NO ☐

**Lot 2– Childminding Services (including Private and Third Sector Settings)**

Q1. Please insert your current grades in all Care Inspectorate themes and date of last inspection:

|  |  |  |
| --- | --- | --- |
| **Theme** | **Date Inspected** | **Grade Awarded** |
| Care and Support |  |  |
| Environment |  |  |
| Staffing |  |  |
| Management and Leadership |  |  |

Q2. If any of your current grades are below grade 4, please detail your improvement plan and remedial actions:

|  |
| --- |
|  |

Q3. **If applicable**, please detail your commitment to Fair Work Practices (FWP) by selecting the fair work practices that your organisation offers staff. If you offer additional FWP, please include them at the bottom:

|  |  |
| --- | --- |
| **Fair Working Practice** | **Offered by your organisation (tick)** |
| Fair Pay – payment of the Real Living Wage to childcare workers |  |
| No inappropriate use of zero hours contracts or exploitative working |  |
| Policies and practices which are understood and applied that respect health, safety, and wellbeing |  |
| Opportunities for flexible working |  |
| Training and development opportunities |  |
| Promotion and progression practices |  |
| Ensuring the mental and physical health of staff |  |
| Autonomy, opportunities to problem solve and make a difference |  |
| Openness, transparency, dialogue and tolerance of different views |  |
| Union recognition and collective bargaining |  |

Additional Fair Work Practices

|  |
| --- |
|  |

Q4. The Council may request and/or carry-out the following checks – are these available/ acceptable?

* Care Inspectorate self-assessment form YES ☐ NO ☐
* Access to a copy of annual accounts YES ☐ NO ☐
* HMRC self-employment confirmation YES ☐ NO ☐
* Business Continuity Plan YES ☐ NO ☐
* Fire Audit/Action Plan YES ☐ NO ☐
* Training Plan YES ☐ NO ☐

**Please note that selecting "NO" as a response may result in your application not being considered further**

Q5. Confirm that you have attached your Parent/Carer Handbook with sample invoice template. (Refer to Clause 13.3.4 – 13.3.5 of the Contract T&Cs for invoicing requirements).

YES ☐ NO ☐

Terms & Conditions of Contract

As noted in Section F (page 9), the Applicant must review and consider the Terms & Conditions of Contract and all the associated Schedules. It is important that the Applicant fully understands the Contract. Any questions/comments must be sent to the Council for consideration at the earliest opportunity.

**Signing - Representative of the Applicant**

The undersigned formally declare that the information stated above is accurate and correct and that it has been submitted in full awareness of the consequences of serious misrepresentation. **Bidder Responsibility**

The undersigned formally declares to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the Council has the possibility of obtaining the supporting documentation concerned directly by accessing a national database.

The undersigned formally consents to the Council gaining access to documents supporting the information, which has been provided in this Application.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |
| Place: |  |

* Bidders may be excluded from the procurement exercise where:
* there is serious misrepresentation in filling in the ESPD (Scotland),
* or
* there is serious misrepresentation of, or withholding, the information required for:
  + the verification of the absence of grounds for exclusion;
  + the fulfilment of the selection criteria;
* or

**Appendix A:** Mandatory and Discretionary Exclusion Grounds

The table below lists the mandatory and discretionary exclusion grounds, which apply to EU-regulated and regulated procurements.

|  |
| --- |
| ***Mandatory Exclusion Grounds*** |
| Criminal Convictions - Conviction by final judgement of a criminal offence as per Regulation 58 (1) of The Public Contracts (Scotland) Regulations 2015:  • Participation in a criminal organisation  • Bribery, corruption or conspiracy  • Fraud  • Terrorist offences or offences linked to terrorist activities  • Money laundering or terrorist financing  • Drug trafficking  • Child labour and other forms of trafficking in human beings |
| ***Discretionary Exclusion Grounds*** |
| Breach of The Employment Relations Act 1999 (Blacklists) Regulations 2010 |
| Breach of tax and social security obligations  • Established by judicial or administrative decision |
| Breach of tax and social security obligations  • Established by any appropriate means |
| Breach of environmental, social and labour laws |
| Economic operator is subject to bankruptcy, insolvency or winding up proceedings |
| Grave professional misconduct, which renders the economic operator’s integrity questionable |
| Where the contracting authority has sufficiently plausible indications that the economic operator has entered into agreements with other economic operators to distort competition |
| Conflict of interest which cannot be effectively remedied by other less intrusive measures |
| Distortion of competition from the prior involvement of the economic operator in the preparation of the procurement exercise, that cannot be remedied by other less intrusive measures |
| Economic operator has shown significant or persistent deficiencies in the performance of a substantive requirement under a previous contract, which led to early termination of that contract, damages or other comparable sanctions |
| Economic operator is guilty of serious misrepresentation in supplying the information required for the verification of absence of grounds for exclusion or fulfilment of the selection criteria |
| Economic operator has undertaken to unduly influence the decision-making process of the organisation, to obtain confidential information to gain undue advantages or to negatively provide misleading information that may have a material influence on decision concerning exclusion, selection and award |

**Appendix B:** Quality Indicators – HGIOELC



**Appendix C:** Action Plan



1. [↑](#footnote-ref-1)