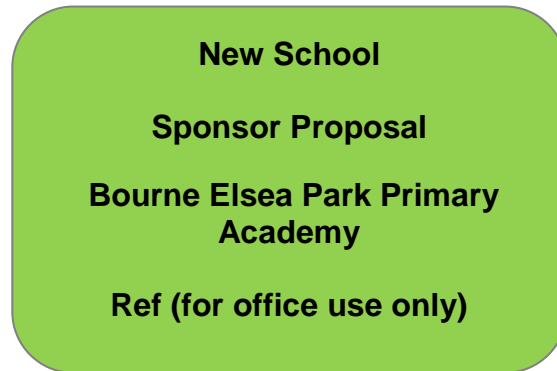


## APPENDIX E



Issue Date: 1 October 2012

Return Date: 16 November 2012

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## SECTION 1 – PREAMBLE

### 1 GENERAL REQUIREMENTS

- 1.1 Proposals are invited for the running of a new primary Academy in Bourne, Lincolnshire on the Elsea Park development.
- 1.2 The Council's detailed requirements are defined in the New School Requirement document at Section 2.
- 1.3 Proposals must be submitted in accordance with the instructions set out in this document.

### 2 BACKGROUND

- 2.1 The County Council has a statutory duty to provide sufficient school places for all Lincolnshire children. It has been well publicised in the national press that many local authorities across the country are having to find additional primary school places for unprecedented numbers of pupils in urban areas. Parts of Lincolnshire are experiencing similar pressures. This includes the town of Bourne where there is expected to be a significant shortfall of required places in the future if additional provision is not made available.
- 2.2 The main contributing factors for the increase in numbers are an increased birth rate and new housing developments, the largest being Elsea Park. This has resulted in sufficient demand to justify the need for a new local primary school to meet the needs of local families. The Local Authority (LA) is now in a position to seek planning permission and an operator for a new school.
- 2.3 The proposal is for a new 1FE (210 place) primary school/academy located within the Elsea Park development on a site designated for use as a primary school as proposed within the plans for this residential area which is still under construction. It is proposed to open with a Reception intake only, on a phased basis from September 2014.

### 3 TIMETABLE

- 3.1 The following time-line is intended to be followed:

1	Sponsor Proposal documentation Issued	[1 October 2012]
2	Deadline for Proposals	[5.00pm 16 November 2012]
3	Evaluation of Proposals	[19/11/12 – 14/12/12]
4	Interviews / Presentations	[17/12/2012 – 17/01/2013]
5	Proposals and evaluation assessment Referred to DfE	[22 March 2013]
6	DfE Inform the Council of their Decision	Within 6-8 weeks
7	Announcement of Successful Operator	[to be made once confirmation received from DfE]

- 3.2 Please note the Council reserves the right to amend this time-table and steps 3, 4, 5, 6 and 7 and are provided for indicative purposes only. Following submission of written proposals, proposers may be asked to make a presentation to the evaluation panel. This will help to clarify any points arising from the written proposals and/or take the format of a given scenario which will form part of the evaluation of proposals. Actual dates for presentations will be agreed with proposers in due course and will be held within Lincolnshire. The Interviews / presentation may or may not be held depending on the outcome of the initial evaluation.
- 3.3 Throughout the evaluation process, the council reserves the right to seek clarifications from proposers, where this is considered necessary to achieve a complete understanding of the proposal received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any proposal then that proposal may, regardless of its other merits, be excluded from further consideration although the DFE will still be sent the proposal.

## **4 PROPOSALS AND ACCOMPANYING DOCUMENTS**

- 4.1 Proposal documentation may vary in detail, but we will:
- avoid over specifying a requirement,
  - invite a sufficient number of proposers to ensure fair competition, but remove barriers to participation by small proposers without discriminating against larger proposers
  - provide clear documentation
  - give all proposers equal opportunity
  - provide feedback to proposers
- 4.2 Proposals must be submitted on this Proposal Document, in Word format (unless otherwise specified), which must be duly completed and signed where appropriate. These include the:
- (a) Proposer Responses,
  - (b) Form of Proposal,
  - (d) Freedom of Information Disclosure Form.
- 4.3 Please answer every question as fully as possible. Please do not assume that the evaluators know about your organisation or the work that you do. Many new school opportunities generate a great deal of interest from potential proposers, so please ensure that you complete the documentation as requested. All figures should be in full, i.e. £3,500,000 not £3.5 million.

## **5 SIGNATURES**

- 5.1 Where required, the Proposal must be signed:
- (a) where the Proposer is an individual, by that individual; OR
  - (b) where the Proposer is a partnership, by two duly authorised partners; OR

- (c) where the Proposer is a limited company, by a director duly authorised for such purposes.

- 5.2 You may submit electronic or typed signatures. You may be requested at a later date to resign all declarations with an original signature.

## **6 SUBMISSION OF PROPOSALS**

- 6.1 This proposal should be submitted via email to:

The Property and Technology Management Team

Organisation: Lincolnshire County Council

Email: [provisionplanning@lincolnshire.gov.uk](mailto:provisionplanning@lincolnshire.gov.uk)

No later than: 5.00pm on Friday 16 November 2012

- 6.2 The proposer's attention is specifically drawn to the date and time for receipt of proposals and no submission after the closing date and time will be considered.

## **7 FREEDOM OF INFORMATION**

- 7.1 Information in relation to this proposal may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.
- 7.2 Proposers should state on the form at Section 6 if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Proposers should state why they consider the information to be confidential or commercially sensitive and for how long.
- 7.3 This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

## **8 NON-EVALUATION OF PROPOSAL**

- 8.1 Any proposal submitted by a proposer in respect of which the proposer:
  - (a) enters into any agreement with any other person that such other person shall refrain from submitting a proposal or shall limit or restrict the proposal; or
  - (b) offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any other proposer or any other person's proposed proposal any act or omission; or
  - (c) in connection with the award of the Contract commits an offence under the Prevention of Corruption Acts 1889-1916 or gives any fee or reward the

receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972;

- (d) has directly or indirectly canvassed any member or official of the Council concerning the acceptance of any proposal or who has directly or indirectly obtained or attempted to obtain information from any such member of official concerning any other proposer or proposal submitted by any other proposer;

shall not be evaluated by the Council, provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a proposer may attract. The proposal shall still be sent to the DFE.

## **9 NON-CONSIDERATION OF PROPOSAL**

9.1 The Council may in its absolute discretion refrain from considering any proposal if:

- (a) it is not in accordance with the instructions in this document;
- (b) the proposer makes or attempts to make any variation or alteration to the terms of the proposal or the New School Requirements document except where a variation or alteration is invited or permitted in accordance with the terms of all or any of the proposal and the New School Requirements document; or
- (c) the proposer does not provide all the information required by the Council.

## **10 WEIGHTING CRITERIA AND EVALUATION OF PROPOSALS**

- 10.1 An initial examination will be made to establish the completeness of submitted proposals. The Council reserves the right not to evaluate any proposal submission which is incomplete. All proposals shall still be sent to the DFE.
- 10.2 The proposer's written response to any Supporting Information required by the Council will be taken into account in the evaluation of competing proposals.
- 10.3 Based on the information provided by proposers within the proposal documentation, each proposal will be evaluated based on the following selection criteria. Proposals are scored out of a 100.
- 10.4 The Council will take into account and evaluate proposer responses and presentations (if applicable) based upon quality.

### **Selection Criteria**

- 10.6 The Business Information section of this document is designed to assess proposers on the following grounds:

- Economic and financial standing
- Technical capacity and ability.

- 10.7 If the evaluators feel that a proposer is wholly incapable of meeting the requirements in regard to any section of the Business Information then the DfE will be informed of this as part of the Council's sharing of evaluations. Lincolnshire County Council reserve the right not to continue to evaluate any proposer from the process that they believe is not capable of meeting the requirements of the new school. The DfE will still be sent all proposals.
- 10.8 Proposers are advised that wherever reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union.
- 10.9 The scoring criteria and weightings and Evaluation Record Sheet are attached for your information at Appendix One and Appendix Two.

#### Quality – 100%

- 10.10 Proposers will be scored on their responses to the Proposer Business Information and Proposer Working Methods in Section 3 and Section 4 in relation to the requirements of the New School Requirements document. The weighting applied to each of the quality sub criteria is shown in the table below

<b>Element-</b>	<b>Weighting</b>
Quality:	100%:
Part B Professional Standing	Pass/Fail
Part B (II) Professional Standing	Pass/Fail
Part C Finance	Moderated and written evaluation to DFE
Part D Operating Performance	Moderated and written evaluation to DFE
Part E Safeguarding	Moderated and written evaluation to DFE
Part F Experience	Moderated and written evaluation to DFE
G1	15.00%
G2	15.00%
G3	7.50%
G4	7.50%
G5	7.50%
G6	7.50%
G7	7.50%
G8	7.50%
G9	7.50%
G10	7.50%

Interviews [If scored] Only if interviews are carried out will a weighting be applied. If the LA decide that an interview is not necessary then all other weightings will be increased accordingly (see Appendix 1)	10.00%
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10.11 The quality element of the proposal will be scored using the following scale of awarding marks between 0 and 5:

0	Completely unsatisfactory response – Nil response to question
1	Completely unsatisfactory response – Limited information or proposer would not have ability in delivering the required standard.
2	Unacceptable response – Proposer would only meet some of the requirements of the New School Requirement document some of the time.
3	Acceptable response – Proposer would be likely to meet basic standards but further work may be required to ensure standards are met consistently.
4	Good response – clearly indicating proposer has fully understood and can consistently apply and deliver all the requirements.
5	Excellent response – Comprehensive understanding of the requirements and demonstrates that they are likely to exceed the required standards.

10.12 Where presentations or interviews are requested these may be used to clarify and / or expand on proposers responses and no points are allocated. Instead, having scored the proposer on the basis of the written proposal received, the scores will be reviewed and revised if appropriate in the light of additional information and insights gained during those subsequent stages of evaluation.

10.13 Alternatively, presentations may form part of the evaluation criteria, which will be shown within the sub criteria weighting and will therefore be scored as part of the overall evaluation process.

10.14 The greatest overall mark will indicate the proposer that best meets the New School Requirements. A copy of the evaluation matrix can be found at Appendix One.

## **11 ACCEPTANCE OF PROPOSAL**

11.1 Any acceptance of a proposal will be made by the Secretary of State.

## **12 INFORMATION, COSTS AND EXPENSES**

12.1 The proposer is responsible for obtaining all information necessary for the preparation of its proposal and all costs expenses and liabilities incurred by the proposer in connection with the preparation and submission of the proposal will be borne by the proposer.



### **13 RESEARCH AND INVESTIGATION**

- 13.1 The proposer will be deemed for all purposes connected with the proposal to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Specification, the extent of the materials and equipment which may be required and any other matter which may affect its proposal.
- 13.2 The proposer shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) neither the Council shall make any payments to the proposer save as expressly provided for in the New School Requirements and (save to the extent set out in the New School Requirements) no compensation or remuneration shall otherwise be payable by any Council to the proposer in respect of the scope of the specification being different from that envisaged by the proposer or otherwise. Information given in respect of current requirements is given as a guide and the Council makes no warranty and accepts no liability as to the actual value or volume of requirements of the proposer.

### **14 CONFIDENTIALITY**

- 14.1 All documentation and information issued by the Council relating to the proposal shall be treated by the proposer as private and confidential for use only in connection with the proposal and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.

### **15 PROPOSER'S WARRANTIES**

- 15.1 In submitting a proposal the proposer warrants and represents that:
- (a) all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the proposer or its employees in connection with or arising out of the proposal are true, complete and accurate in all respects;
  - (b) it had made its own investigations and research, and has satisfied itself in respect of all matters relating to the proposal and the New School Requirements and that it has not submitted the proposal in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council;
  - (c) it has full power and authority to enter the proposal and will if requested produce evidence of such to the Council;
  - (d) it is of sound financial standing and the proposer and its partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the proposer) which may adversely affect such financial standing in the future.

## SECTION 2 – NEW SCHOOL REQUIREMENTS

### Section 1 - Background, Context and Policies and Procedures

#### 1.1 Introduction and Context

##### Children and Young People's Plan

The Children and Young People's Plan sets the priorities for how we can contribute to make Lincolnshire a better place for Children and Young People.

Lincolnshire's Principles for Children and Young People are;

- Early Intervention & Prevention
- Safeguarding & Best Start in Life
- Aspiration & Wellbeing
- Learning & Achievement
- Best use of Resources

For further information about services for Children and Young People in Lincolnshire, including the full Children and Young Peoples Plan please see the [lincolnshirechildren.net](http://lincolnshirechildren.net) [website](#).

Please consult the Council [website](#) and the most recent Joint Strategic Needs Assessment (JSNA) and for local, up to date, demographic information.

Proposers are expected to have a good knowledge of Lincolnshire and its demographics.

#### 1.2 Legislation, Policies and Procedures

Lincolnshire County Council (LCC) is responsible for school place planning. Where a Local Authority (LA) identifies the need to establish a new school, the Education Act (2011) introduced a presumption that all new schools will be Academies/Free Schools. It also places the authority under a duty to seek proposals to establish an Academy/Free School and to specify a date by which proposals must be submitted. As this new school will be an Academy or Free School, the successful sponsor will need to enter into a revenue funding agreement with the Secretary of State for Education.

It is important to note that whilst the LA may choose to state a preference in respect of which application it would wish to see implemented, it is the Secretary of State for Education who will make the final decision and select the successful sponsor.

The Proposer needs to comply with all relevant legislation relating to the development of a new school.

This includes, but is not exhaustive to

- The Children Act 2004
- Health and Safety at Work Legislation
- Data Protection
- Police and Justice Act 2006
- Education and Inspection Act 2006
- Education Act 2011

Proposers are to have sufficient written policies, procedures and codes of practice in place to ensure that instruction and guidance for the operator's staff are available in relation to the functions and activities described in the specification.

The policies, procedures and codes of practice must be accessible at all times by staff and must be readily available to relevant stakeholders.

Policies and procedures and codes of practice should include:

- Equalities standards
- Recruitment and selection policy
- Staff induction, appraisal and staff training and development
- A code of conduct for staff
- A robust code of practice concerning staff rota systems including cover for foreseen and unforeseen staff absence
- Contingency and business continuity arrangements
- Risk assessment and management
- Complaints by users and by staff
- Safeguarding Children/Child Protection
- Protecting Vulnerable Adults

- Whistle blowing
- Confidentiality and Data Protection
- Health and Safety
- Anti-bullying
- Grievance

### 1.3 Safeguarding

The Council has multi-agency policy and procedures to protect children and vulnerable adults from abuse. These policies and procedures should be followed by the Proposer. The Proposer shall prepare its own internal guidelines to protect children from abuse that are consistent with the multi-agency policy and procedures.

The Proposer shall make the necessary arrangements to ensure compliance with Section 11 of the Children Act 2004 and the duty to safeguard and promote the welfare of children in delivery of all aspects of the service. Proposers must demonstrate compliance via a self-assessment process. The Council currently recommend the Lincolnshire Local Safeguarding Children's Board (LSCB) Toolkit or the [Safe Network](#) self-assessment toolkit. Compliance must be demonstrated on an annual basis.

### 1.4 Equalities and Diversity

The general population of Lincolnshire is diverse in terms of faith, ethnicity, disability, culture, language, gender and sexuality. Proposers are expected to develop a diverse workforce and promote sensitive and appropriate service delivery. The Proposers will be expected to demonstrate a commitment to ensuring that their services meet the diverse needs of their target client group.

## Section 2 – Service Summary

### 2.1. Service Overview

The school is proposed to serve Elsea Park, a long term development of more than 1600 homes in Bourne that is approximately halfway complete after ten years of development.

Building started on the Elsea Park Development in late 2001 with planning approved for 1600+ dwellings. The work is expected to take at least another 14 years to complete, depending on market conditions, and there are not expected to be new housing allocations for Bourne prior to 2026 above the 1650 with existing outline consent as at March 2011 for the whole town, including Elsea Park.

In 2001, under Section 106 (S.106) of the Town and Country Planning Act 1990, LA officers negotiated a site and funding for a primary school to be provided by the developer to the relevant specification at the time their development started. This specification has now been superseded several times and legal advice to LCC says it cannot accept direct provision by the developer due to EU Procurement rules on public works. Therefore the proposal is that the developer provides the site and a capital contribution and LCC procures the school. This requires the developer and LCC to agree details and then formally vary the existing S.106 agreement by way of an application to South Kesteven District Council as the Local Planning Authority.

The additional primary school is intended to serve the growing community of Elsea Park. The new school will not replace any existing schools and has been delayed in coming forward due to the slowdown in the housing market and a previous dip in numbers across Bourne and the potential harm it could have had on existing schools by creating an oversupply.

It is envisaged that this additional primary school provision would open in stages to match the rate of development and pupil growth in Bourne. Projections are based on the calculation of approximately 20 primary age children per 100 houses. There are expected to be 320 primary pupils residing on site at Elsea Park eventually but many have been able to gain a place at existing schools so initially only 210 places are proposed, with the scope for expansion if required in the future.

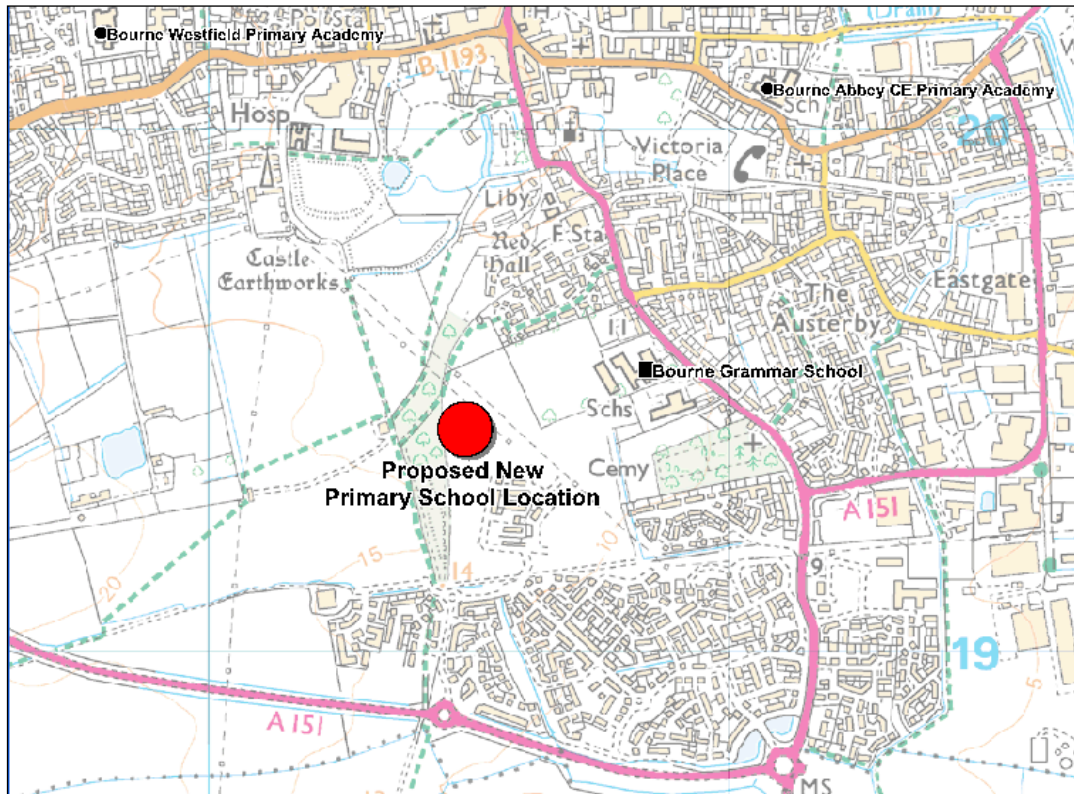
The provision of childcare will not form part of the prerequisites for proposers for the school, however new school operators will be asked to provide evidence in their submissions of commitment towards the provision of Early Years provision on the school site.

## Section 3 – Services to be Provided

### 3.1. Service Deliverables

#### Location of the Site

The detailed location and boundaries are subject to final agreement with the developer but are shown approximately on the original S.106. The total area is approximately 1.8ha on a single site. The proposed location of the site is shown on the map below. It is expected legal matters will be concluded in Autumn 2012 and the site is not expected to move from this location.



#### Accessibility of the Site

The new school will operate on a single site accessed from a service road.

The site will be easily accessible by all and the building project will, as a minimum, address relevant building regulations in order to meet the needs of pupils, visitors and staff.

#### Transport

No specific transport arrangements are deemed necessary given the close proximity of the site to children's homes.

The LA will actively support the new school in encouraging safe travel to school including walking and cycling.

### **Tenure**

The Tenure will depend on the outcome of the selection process and status of the school but LCC will hold the freehold interest of the site designated for the new school and a lease will be created by way of an Academy Transfer based on the 125 year DfE model, as appropriate. The timing of the grant of any such interests will be directly dependant on transfer of ownership to the County Council under the Deed of Undertaking and any legal restrictions.

### **3.2. Timescales**

It is proposed that the school should open from 1 September 2014 at the start of the autumn term, as this is generally the best opening time for a new school and fits with the LCC admissions process.

### **3.3. User Information**

It is proposed to be a 1FE (210 place) age 4-11 mainstream primary academy/free school for boys and girls.

It is proposed that the new school will have a phased opening to provide 30 Reception places from September 2014 as follows:

30 places from 1 September 2014 (Reception)  
60 places by 1 September 2015 (Reception and Year 1)  
90 places by 1 September 2016 (Reception to Year 2)  
120 places by 1 September 2017 (Reception to Year 3)  
150 places by 1 September 2018 (Reception to Year 4)  
180 places by 1 September 2019 (Reception to Year 5)  
210 places by 1 September 2020 (Reception to Year 6)

Potential operators will be expected to demonstrate how they will manage this phased opening as part of their proposal.

### **3.4. Extended Services**

The LA expects the new school operator to collaborate and engage with other providers and local partners to develop extended services which meet the needs of local children, young people and families in a co-ordinated, holistic way and which can be accessed through all the partners in the locality

These services may include: access to high quality childcare, out of hours learning activities, parenting support and community access to appropriate facilities which may include sports and arts facilities, adult learning and ICT provision.

Potential new school operators will be asked to provide evidence in their submissions of their commitment towards the provision on the school site.

### **3.5. Financial Information**

The capital costs of building the school will be met by the S.106 agreement and LA Basic Need funding. The management of the capital build project will be handled by the LA. The S.106 agreement also provides the land on which the school is to be built.

### **3.6. Submission of Proposals**

All proposals should be addressed to Lincolnshire County Council and submitted electronically to [provisionplanning@lincolnshire.gov.uk](mailto:provisionplanning@lincolnshire.gov.uk) by the deadline stated below using the application form provided.

### **3.7. Next Steps**

The LA must receive proposals by 16 November 2012 as an electronic copy of all documentation.

Proposals for the new school will be judged against their ability to meet the following criteria as set out in the application form provided (which must be used to submit all applications):

1. Vision and educational experience (weighted by 2)
2. Capacity and capability (weighted by 2)
3. Supporting partnership working in Lincolnshire to achieve the objectives of the Children and Young People's Plan
4. Qualities and ideas that will impact on standards and school improvement
5. Diversity, parental choice and community engagement
6. What will differentiate your proposal from those of other proposers?
7. Admissions arrangements
8. Staffing the Academy/Free School and recruiting the governing body
9. Championing the needs of vulnerable children
10. Managing the opening of the new Academy/Free School

The LA will evaluate all applications received and may interview proposers if required. All applications received will be submitted to the DfE (Secretary of State for Education) along with details of the assessment carried out. The LA may choose to recommend a provider based on the overall assessment. The assessment process will be carried out by the LA before applications are submitted to the DfE. It is hoped the decision will be available from the DfE within 8 weeks of submission.



### **3.8. Explanatory Notes**

Commencement of school term dates to be determined, in consultation with the provider, with the aim that it will be accordance with the annual consultation of term dates. The start of Term 1 usually falls within the first week of September.

The school will be built in one phase to provide up to 30 Reception places in 2014 and up to 210 places by 2020. The school could have variable numbers in each year, which would affect class organisation and may require mixed age classes.

The published admission number (PAN) is the total capacity of the school divided by the number of year groups to be accommodated. The proposed PAN for this school is 30.

## SECTION 3 – PROPOSER RESPONSES: BUSINESS INFORMATION

*Note – You may adjust the size of the following text boxes to suit your response.*

Proposers are required to respond to the questions below. You may expand the sections provided or provide your responses on clearly cross referenced sheets. Please make sure that where you chose to cross reference, the responses are all submitted in a single word file so that they may be printed of together.

PART A – Company Details		
A1	Company Name:	
A2	Company Address and Post Code:	
A3	Registered address and Post Code if different from the above:	
A4	Company Registration number (if this applies):	
A5	Charities or other Registration number (if this applies). Please specify registering body:	
A6	Date of Registration: (if this applies)	
A7	Please state the nature of your organisation, e.g. public limited company, partnership, sole trader, etc:	
A8	Are you a small, medium or micro business?	Small / Medium / Micro
A9	Are you acting as the lead organisation for a consortium?	Yes/No
A10	If members of your consortium are likely to deliver a significant (over 50%) proportion of the requirement, give their company name(s) and address(es). Please provide this information in a separate annexe	
A11	If the Company is a member of a group of companies, give the name and address of the ultimate holding Company	
A12	Contact name for enquiries about this ITT:	
A13	Job Title:	
A14	Telephone number:	
A15	Fax number:	
A16	E-mail address:	
A17	Website address (if any):	

PART B – Professional Standing – Mandatory Pass			
B1	Has your organisation or any of its directors or any other person who has powers of representation, decision or control of the organisation been convicted of any of the following offences: <b>NOTE: Responses to these questions will be assessed as PASS / FAIL. Only those applications achieving a PASS will be put forward for further evaluation.</b>		
B1.1	Conspiracy		Yes / No
B1.2	Corruption		Yes / No
B1.3	Bribery		Yes / No
B1.4	Fraud		
	(i)	The offence of cheating the Revenue	Yes / No
	(ii)	The offence of conspiracy to defraud	Yes / No
	(iii)	Fraud or theft	Yes / No
	(iv)	Fraudulent trading	Yes / No
	(v)	Defrauding HM Revenue & Customs	Yes / No
	(vi)	An offence in connection with taxation in the European community	Yes / No
	(vii)	Destroying defacing or concealing of documents or procuring the extension of a valuable security	Yes / No
	(viii)	Money laundering	Yes / No
	(ix)	Any other offence	Yes / No

<b>PART B (II) – Professional Standing – Discretionary Pass *(see note below)</b>		
B(II)1	<p>Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?</p> <p><b>NOTE: Responses to these questions will be assessed as PASS / FAIL. Only those applications achieving a PASS will be put forward for further evaluation.</b></p>	
B(II)1.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
B(II)1.2	A conviction (or convictions) for a criminal offence related to business or professional conduct	Yes / No
B(II)1.3	Legal or administrative finding of a commission of an act of grave misconduct in the course of business	Yes / No
B(II)1.4	Failure to fulfil obligations related to payment of social security contributions	Yes / No
B(II)1.5	Failure to fulfil obligations related to the payment of taxes	Yes / No
B(II)1.6	Failure to provide information required or providing inaccurate / misleading information when participating in a procurement exercise	Yes / No
B(II)1.7	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No
B(II)1.8	Has personal or financial connection with an elected member or senior officer of the authority	Yes / No

B(II)1.9	If the answer to any of these is “ <b>Yes</b> ” please give brief details below, including what has been done to put things right.

\* Where a ‘Yes’ response has been given to any question, information given in B(II)1.9 should clearly indicate the problem has been resolved and that steps have been taken to prevent its recurrence or that propriety can be maintained.

### **Financial Information**

This section asks for some financial facts about your organisation (and the ultimate holding company if there is one). We will use this information to assess the financial position and stability of your organisation. **We do not require you to submit copies of accounts at this stage.** Where you are a new organisation and unable to supply certain information, please indicate ‘not able to supply’ against relevant responses.

**Please note that a credit rating score will be obtained as part of the evaluation.**

PART C – Financial Information			
C1	Are you registered for VAT? If so, please provide Registration number:		
C2	What are your current liabilities (including bank overdraft)? (If you are a consortium please state aggregated value)	£	
C3	What is the value of your current assets? (If you are a consortium please state aggregated value)	£	
C4	What is the value of your Stock / Inventory? (If you are a consortium please state aggregated value)	£..... for year ended --/--/----	
C5	What is the value of your current Interest / Finance Charges? (If you are a consortium please state aggregated value)	£	
C6	What was your Operating Profit in the last two financial years? (If you are a consortium please state aggregated value)	£..... for year ended --/--/----	£..... for year ended --/--/----
C7	What was your turnover in each of the last two financial years? (If you are a consortium please state aggregated value)	£..... for year ended --/--/----	£..... for year ended --/--/----
C8	What is the value of your current Reserves? (If you are a consortium please state aggregated value)	£	
C9	What is the value of your available cash / credit? (If you are a consortium please state aggregated value)	£	
C10	Please indicate if you are able to provide any of the following should they be required		
	<i>A copy of your audited accounts for the most recent two years (if this applies)</i>		Yes / No
	<i>A statement of your turnover, profit &amp; loss account and cash flow for the most recent year of trading</i>		Yes / No

	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes / No
	<i>Interim accounts showing your current financial position</i>	Yes / No
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	Yes / No
	If no please state the reason why not in no more than 100 words	
C11	If requested, would you be able to provide a banker's reference?	Yes / No
C12	Are your accounts externally audited?	Yes / No
	If <b>"No"</b> please state the reason why <b>in no more than 100 words</b> .	
C13	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes / No
	If <b>"No"</b> what were the reasons, and what has been done to put things right <b>in no more than 150 words</b> ?	
C14	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes / No
	If <b>"No"</b> please explain why not <b>in no more than 100 words</b> :	

**NB** In accordance with the Companies Act 2006, small companies are exempt from providing audited accounts. To qualify as small, a company must meet **two** of the following criteria:

- The turnover in a financial year is not more than £5.6 million
- The balance sheet total for that year is not more than £2.8 million
- It has not more than 50 employees.
- If this is applicable, the applicant is required to provide accounting information comprising of a balance sheet and income statement in order to enable the Council to assess your firms financial viability. Please note that abbreviated accounts are not accessible

PART D – Operating Performance		
D1	In the last three years, have:	
	You or your Company been removed as an operator of a school?	Yes / No
	Any schools that you have operated gone into special measures?	Yes / No
	If <b>"Yes"</b> please explain <b>in no more than 150 words</b> why.	

PART E – Safeguarding	
E1	How does your organisation comply with the Protection of Vulnerable Adults and Section 11 of the Children Act 2004 for the Protection of Children? <b>Word limit 250 words</b>

E2	Please provide a copy of your Safeguarding Children/Child Protection Policy and Vulnerable Adults Policy.	
	Please note this section does not have a word limit.	
E3	In the last three years, has any finding of unlawful acts been made against any individual employed within your organisation or working voluntarily for your organisation? If <b>“Yes”</b> please provide details below.	Yes / No
E4	In the last three years, has your organisation been the subject of formal investigation under the Criminal Justice and Court Services Act? If <b>“Yes”</b> please provide details below.	Yes / No

PART F – Experience of the Company and References				
F1	What are the main business activities of your organisation? (max 100 words)			
F2	Please provide brief details of your company's previous experience in delivering the type of requirements under this proposal.			
F3	Please provide an overview of the range of services that the company supports that demonstrate your ability to deliver the New School Requirements.			
F4	Please detail your company and management structure.			
F5	How many staff does your organisation employ (including consortia members or sub-contractors where appropriate) in total and how many work in areas relevant to this proposal?			
F6	Please provide details of up to three contracts with either the public or private sector that your organisation has held in the last three years that are relevant to the Authority's requirement. (The customer contact should be prepared to speak to the Council if we wish to contact them). <b>Please ensure the email address is provided, as references will be requested electronically</b>			
		Contract 1	Contract 2	Contract 3
	Customer Organisation (name): Website (if available)			
	Customer contact name, phone number and email			
	Date contract awarded:			

	Date contract completed:			
	Brief description of contract (max 100 words)			
	Value:			
If you cannot provide at least one reference, please briefly explain why (100 words max)				

## SECTION 4 – PROPOSER RESPONSES – WORKING METHODS

PART G – Proposed Working Methods	
<p>Proposers are required to respond to the questions below. You may expand the areas provided or provide your responses on clearly cross referenced sheets. Please make sure that whatever option is chosen, the responses are all submitted in a single Word file so that they may be printed off altogether.</p>	
G1	<b>Vision and educational experience</b> <ul style="list-style-type: none"> <li>- Detail your education vision and ethos for the new Academy/Free School</li> <li>- Demonstrate how you will narrow the gap between vulnerable children and young people and their less vulnerable peers and enable as many children as possible to reach their full potential</li> <li>- Include your policy on inclusion and exclusion and detail your approach to behaviour management</li> <li>- Detail your approach to pupil well-being and attendance and how they link to your education vision</li> <li>- Demonstrate the quality of places offered</li> <li>- Detail the educational plan and proposed curriculum and explain how you will ensure it is broad and balanced</li> <li>- Your aspirations for the achievement of pupils and for the Academy/Free School as a whole</li> </ul>
G2	<b>Capacity and capability</b> <ul style="list-style-type: none"> <li>- Demonstrate your ability to successfully manage schools</li> <li>- Give details of your ability and experience of running an Academy/Free School</li> <li>- Give details of how you will ensure children and young people are safeguarded</li> <li>- Give reference to your leadership and management experience</li> <li>- Evidence your ability to financially manage Academies/Free Schools, including your financial expertise</li> </ul>
G3	<b>Supporting partnership working in Lincolnshire to achieve the objectives of the <a href="#">Children and Young People's Plan</a></b> <ul style="list-style-type: none"> <li>- Fully explain how you will develop partnerships with the Council, other Schools and Academies and other relevant stakeholders</li> <li>- Explain how partnership working will help achieve the objectives of the Children and Young People's Plan and in particular improve the educational experience to enable pupils to reach their full potential</li> <li>- How will partnership working help to ensure children and young people are safeguarded from harm?</li> </ul>
G4	<b>Qualities and ideas that will impact on standards and school improvement</b> <ul style="list-style-type: none"> <li>- Detail specific qualities and ideas regarding how the approach of the Academy/Free School will help to raise the standard of education in the area</li> <li>- How will this contribute to school improvement?</li> <li>- Set out details of the experience that pupils will have at the new school, including how you will evaluate the achievement and performance of pupils and the Academy/Free School</li> <li>- How will the Academy/Free School support the transition to secondary</li> </ul>



	<p>education (where applicable)?</p> <ul style="list-style-type: none"> <li>- How will the Academy/Free School support pupils into further education, employment or training (where applicable)?</li> </ul>
G5	<p><b>Diversity, parental choice and community engagement</b></p> <ul style="list-style-type: none"> <li>- How will your submission enhance diversity and promote parental choice in the area?</li> <li>- Outline your understanding of the local community</li> <li>- Describe your plans for community engagement, including how sports provision will be maintained and enhanced</li> <li>- How will you promote good community relations?</li> </ul>
G6	<p><b>What will differentiate your proposal from those of other proposers?</b></p> <ul style="list-style-type: none"> <li>- Explain how the Academy/Free School will be distinctive in its vision and ethos</li> </ul>
G7	<p><b>Admissions arrangements</b></p> <ul style="list-style-type: none"> <li>- Describe the proposed admission arrangements, including over-subscriptions criteria for the Academy/Free School</li> <li>- If the Academy/Free School is proposed to have a religious character, show the extent to which priority places is proposed to be given to children of the Academy's/Free School's religion or religious denomination</li> <li>- How will children of other religious or non-religious denominations be considered?</li> </ul>
G8	<p><b>Staffing the Academy/Free School and recruiting the governing body</b></p> <ul style="list-style-type: none"> <li>- Provide an indicative staffing structure</li> <li>- How will staff be recruited to the Academy/Free School as the number of children at the school builds?</li> <li>- How will the recruitment of governors to the school be managed?</li> </ul>
G9	<p><b>Championing the needs of vulnerable children</b></p> <ul style="list-style-type: none"> <li>- What additional services will be provided to parents, pupils and the local community, particularly for vulnerable children and their families?</li> <li>- How do you propose to make the Academy/Free School attractive to pupils of different backgrounds and abilities, including pupils from deprived or disadvantaged families?</li> </ul>
G10	<p><b>Managing the opening of the new Academy/Free School</b></p> <ul style="list-style-type: none"> <li>- Provide details of how you will work with other agencies to ensure that the necessary infrastructure and systems are in place for the opening of the new Academy/Free School</li> <li>- Give details of your experience of managing the opening and early operation of a new Academy/Free School</li> </ul>

## SECTION 5 – FORM OF PROPOSAL

**Note: Refusal to give this declaration and undertaking means that your proposal will not be evaluated. All proposals will be sent to the DfE.**

To Lincolnshire County Council

Having examined carefully and understood the New School Requirement and all other documentation issued by the Council in connection with the proposal for the Bourne Elsea Park Primary Academy

We: .....

Of: .....

hereby offer to operate the new school as set out in New School Requirement and other documents (if any).

I/We understand you will not pay any expenses incurred by us in connection with the preparation and submission of this proposal.

I/We declare that to the best of my/our knowledge the responses submitted in this proposal are correct and a true representation. I/We understand that the information will be used in the process to assess my/our organisation's ability to deliver the requirement. I/We understand that the Authority may not evaluate this proposal if there is a failure to answer all relevant questions fully or if I provide false/misleading information. All proposals will be sent to the DfE.

Signature .....

Position held .....

Name and Address of Proposer .....

.....

.....

Dated .....

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is chosen by the DfE you may be required to resign this form with an original signature.*

## SECTION 6 – FREEDOM OF INFORMATION DISCLOSURE FORM

### Lincolnshire County Council

#### Freedom of Information Act 2000: Information Disclosure Form

The Council is committed to the principle of open government and may disclose, upon request, information that it considers to be in the public interest to disclose.

Please state below any information that you specifically do not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the contract etc.

Please note that the council may still need to disclose such information if necessary to comply with its obligations under the Act.

I agree that information relating to this proposal may be disclosed, save for the information specified below which we consider to be commercially confidential:

Signature .....

Position held .....

Name and Address of Proposer .....

.....

.....

Dated .....

*Note – You may adjust the size of the text boxes to suit your response.*

Signature	
Name	
Organisation	
Date	

Information not for Disclosure	Reason for Non-Disclosure	Timescale

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is selected by the DfE you may be required to resign this form with an original signature.*

## SECTION 7 – PROPOSER CHECKLIST

Proposers should ensure that they have completed the following sections before returning their responses:

SECTION HEADING	COMPLETED?
<b>Section 3 – Proposer Responses - Business Information</b> <b>(please include a copy of your Safeguarding Children/Child Protection Policy and Vulnerable Adults Policy)</b>	<input type="checkbox"/>
<b>Section 4 – Proposer Responses – Working Methods</b> <b>(please include a copy of your Inclusion/Exclusion Policy)</b>	<input type="checkbox"/>
<b>Section 5 – Form of Proposal</b>	<input type="checkbox"/>
<b>Section 6 – Freedom of Information Disclosure Form</b>	<input type="checkbox"/>

It is important that all sections are completed as failure to do so may result in your proposals not being evaluated.

**Proposers who do not wish to offer the requirement following submission of a proposal are requested to advise the Council's named contact as soon as possible.**

## SECTION 8 – APPENDIX ONE – EVALUATION MATRIX

### Establishment of New Schools

Topic	Question		Percentage of Total Score (no interview)	Percentage of Total Score (with interview)
Topic 1				
	1	Vision and educational experience	16.67	15.00
	2	Capacity and capability	16.67	15.00
	3	Supporting partnership working in Lincolnshire to meet the objectives of the Children and Young People's plan	8.33	7.50
	4	Qualities and ideas that will impact on standards and school improvement	8.33	7.50
	5	Diversity, parental choice and community engagement	8.33	7.50
	6	What will differentiate your proposal from those of other proposers?	8.33	7.50
	7	Admissions arrangements	8.33	7.50
	8	Staffing the Academy/Free School and recruiting the governing body	8.33	7.50
	9	Championing the needs of vulnerable children	8.33	7.50
	10	Managing the opening of the new Academy/Free School	8.33	7.50
		Interview (if required)	-	10.00
Overall Percentage Achieved			100	100

## SECTION 9 – APPENDIX TWO– EVALUATION RECORD SHEET

### Establishing a New Academy/Free School

#### EVALUATION RECORD SHEET

Name of Proposer: .....

Name of Evaluator: .....

Signature: .....

Date: .....

- A panel of officers will be evaluating how well the proposer has answered the questions in their submission
- Section B – is a pass/fail criteria
- Sections C, D, E and F – The information will be used to moderate the method statements
- Section G, Method Statements - Each officer will score each question on the basis of the response given, and will score on a scale of 0-5 (*0 being not answered, 1 being poor and 5 being excellent*).

#### BUSINESS INFORMATION

B	Professional Standing
<p><b>Evaluator Comments (if any)</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	

<b>C</b>	<b>Financial Information</b>
<p><b>Evaluator Comments (if any), please attach the credit rating report from Finance and ensure they comment on whether the proposer is assessed as financially viable, not financially viable or if the information provided has meant financial viability is unable to be determined</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	

<b>D</b>	<b>Operating Performance</b>
<p><b>Evaluator Comments (if any)</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	

<b>E</b>	<b>Safeguarding</b>
<p><b>Evaluator Comments (if any)</b></p> <p>.....</p> <p>.....</p> <p>.....</p>	

<b>F</b>	<b>Experience of the Company and References</b>
<b>Evaluator Comments (if any)</b>  .....  .....  .....	

METHOD STATEMENTS

HOW WELL HAS THE SUPPLIER RESPONDED TO THE FOLLOWING QUESTIONS (0-5)?

<b>G1</b>	<b>Vision and educational experience</b>
<b>Evaluator Comments (if any)</b>  .....  .....  .....	
SCORE:	

<b>G2</b>	<b>Capacity and Capability</b>
<b>Evaluator Comments (if any)</b>  .....  .....  .....	
SCORE:	



<b>G3</b>	<b>Supporting partnership working in Lincolnshire to achieve the objectives of the Children and Young People's Plan</b>	
<b>Evaluator Comments (if any)</b>  .....  .....  .....		
		<b>SCORE:</b>

<b>Q4</b>	<b>Qualities and ideas that will impact on standards and school improvement</b>	
<b>Evaluator Comments (if any)</b>  .....  .....  .....		
		<b>SCORE:</b>

<b>G5</b>	<b>Diversity, Parental Choice and community engagement</b>	
<b>Evaluator Comments (if any)</b>  .....  .....  .....		
		<b>SCORE:</b>

<b>G6</b>	<b>What will differentiate your proposal from those of other proposers?</b>
<b>Evaluator Comments (if any)</b>    	
<div>SCORE:</div>	

<b>G7</b>	<b>Admissions arrangements</b>
<b>Evaluator Comments (if any)</b>    	
<div>SCORE:</div>	

<b>G8</b>	<b>Staffing the Academy/Free School and recruiting the governing body</b>
<b>Evaluator Comments (if any)</b>    	
<div>SCORE:</div>	

<b>G9</b>	<b>Championing the needs of vulnerable children</b>
<b>Evaluator Comments (if any)</b>    	
<div>SCORE:</div>	

<b>G10</b>	<b>Managing the opening of the new Academy/Free School</b>
<b>Evaluator Comments (if any)</b>    	
<div>SCORE:</div>	