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| **Market Research Questionnaire** | | | |
| **Project:** | | | Provision of Out of School Childcare |
| **Issued by:** | | | Early Adopter Childcare Team |
| **Issue date:** | | | Friday 16th June 2023 |
| **Requested response date:** | | | Friday 30th July 2023 12 Noon |
| **Return to:** | | | Louise.McVey@inverclyde.gov.uk |
| **Market Research Questionnaire Aims** | | | |
| The purpose of this market research questionnaire is to gather information which will be used to engage and understand the marketplace for out of school childcare, while informing the procurement strategy for expanding the service in Inverclyde.  Specifically, the Council is looking to understand the supply base, costs, and the ability to provide the service in a specific unit at short notice whilst meeting service user’s needs. | | | |
| **Project Background/Scope** | | | |
| The Scottish Government is expected to publish a School Age Childcare Delivery Framework which will set out the approach and principles that will be applied to designing and building a new system of school age childcare.  The Delivery Framework will be supported through an initial investment of £15 million in 2023-24 and builds on the investment made in 2022-23 to develop tests of change across communities to provide targeted school age childcare services and a summer programme of activities, childcare and food provision. This will continue to fund four early adopting communities including Inverclyde.  Inverclyde Council currently have one out of school care contract in place and is currently looking to expand the contract/service. The estimated start date is April 2024, the services will need to be provided within Inverclyde and should be accessible, flexible, and responsive to the needs of the families utilising the service. The service provision will include both afterschool and holiday (school holiday) provision for a period of 12 months.  After School Care and Out of School Care must provide a safe, inclusive stimulating and fun environment for the children that makes use of both indoor and outdoor activities and includes a healthy snack. The Out of School Holiday Childcare programme must also provide lunch: | | | |
| **Market Research Questionnaire Guidance** | | | |
| Please complete this questionnaire in its entirety answering all relevant questions that you and your organisation can identify and relate with.  Where possible please keep responses to individual questions under 1000 words.  Should you need to attach any documentation please keep them specific to the question asked.  For any examples provided, they can be related to projects delivered within the past 4 years, however projects closer to the present will give us a better understanding of the current and future market position.  For any questions that are not relevant please populate (N/A) in the answer section provided.  If you’re interested in participating in this contract opportunity, but require support or further discussion, then please complete as much of the questionnaire as possible and confirm the areas where support or further discussion is required below, along with contact details.  Please note that all information supplied will be treated as confidential information.  In the meantime, you may find the resources in the link below helpful. This is the Supplier Development Programme and contains advice for suppliers in relation to tendering:  <https://www.sdpscotland.co.uk/> | | | |
| **Discussion Opportunity** | | | |
| The Council would welcome further discussions with respondents following submission of the questionnaire responses. Respondents can indicate within the questionnaire if this is something they would wish to participate in.  If you require clarification on anything, please raise the clarification via the Public Contract Scotland portal or contact [procurement@inverclyde.gov.uk](mailto:procurement@inverclyde.gov.uk) | | | |
| **Questionnaire** | | | |
| **1.** | Please provide an overview of your organisation including minimum qualification requirements for staff members, providing detailed experience, and supporting evidence in relation to the delivery of childcare services, in both after school setting and out of school (holiday sessions). | | |
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| **2.** | Please detail how the requirements contained within this opportunity would be delivered from inception to completion. | | |
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| **3.** | Please identify other perceived key risks and your proposed solutions to mitigate these risks. | | |
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| **4.** | Please advise of your current insurance levels for the following insurances:   * Employers Liability * Public Liability | | |
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| **5.** | Please provide details of your resource/labour and how you would be able to service Inverclyde Councils Out of School Childcare service while ensuring continuity of care/supply throughout the contract term. | | |
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| **7.** | Do you have the capacity/a premise to provide childcare within Inverclyde for up to 35 children within a specific area of Inverclyde (for example, Greenock or Gourock)? | | |
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| **8.** | If you don’t have the capacity/a premise to provide childcare within Inverclyde please provide details of how long it would take to have a location up and running. | | |
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| **9.** | If Inverclyde Council were able to provide a suitable location please confirm the time frame that would be required to have the services up and running. | | |
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| **10.** | Can you confirm estimate rates for fulfilling the requirement? | | |
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| **11.** | The childcare provision will support Primary School children only. Can you confirm that you will be able to provide the requested service for the client group? | | |
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| **12.** | Please confirm if you have a requirement for ongoing Procurement systems and Technical Support (i.e. access to Public Contract Scotland & Public Contracts Scotland Tender) in order to be in a position to tender for requirements contained within this opportunity? | | |
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| **13.** | Please provide any additional relevant information which you feel would be useful in informing the procurement strategy for the project. | | |
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| **14.** | Would your organisation like to accept an invitation to meet discuss this opportunity? (Delete as appropriate) | | |
|  | Yes/No | | |
| Please provide contact information for your organisation, for future correspondence | | | |
| Company Name | |  | |
| SME Status | | Delete as applicable:   * Micro Business (less than 10 employees & turnover under £2 million) * Small Business (less than 50 employees & turnover under £10 million) * Medium Business (less than 250 employees & turnover under £50 million) * Large Business (more than 250 employees) | |
| Living Wage Employer | | Delete as applicable:  Y/N | |
| Contact Name | |  | |
| Position | |  | |
| E-mail Address | |  | |
| Telephone number | |  | |