

SPECIFICATION FOR THE AUTISM EMPLOYMENT AMBASSADOR

CONTRACT No C127/2014/2015

1. Background

The Welsh Government published its Autistic Spectrum Disorder Strategic Action Plan (ASD SAP) in 2008, being the first UK Government to take a strategic approach to developing support and services for people with autism. Following the publication of the ASD SAP a Task and Finish Group was established to identify specific issues that adults with ASD face. The need to improve employment opportunities for people with ASD was identified as one of the priority areas for action.

To meet this need the ASD Employment Ambassador role was created in 2010 to raise awareness of autism with employers, in particular the anchor companies; create links with businesses and provide information and guidance.

We are currently working to refresh the ASD SAP and the provision of support to help people with ASD get into employment and remain in employment has been identified as a priority for future action. To help us with this work we want to continue the Autism Employment Ambassador role.

We are therefore seeking expressions of interest from individuals who have the necessary skills and experience in working with businesses and employers to meet the aims and objectives for this role. The individual would also need to have an appreciation of the barriers experienced by people with disabilities in securing and maintaining paid employment. As the role will have a high media profile the individual should also be a confident public speaker and have experience of engaging with a wide audience.

2. Aim of the Role

- To raise awareness and promote the benefits of employing people with autism with businesses and employers throughout Wales;
- To facilitate links between businesses and employment support providers that can offer advice and practical support in employing people with autism and other disabilities.
- To advise the Welsh Government on the development and subsequent implementation of the refreshed Autistic Spectrum Disorder Strategic Action Plan as it relates to employment.

3. Objectives

- To support the development and implementation of the refreshed ASD Strategic Action Plan by providing advice and guidance on employment issues through membership of the Welsh Government ASD Stakeholder Advisory Groups.
- To support the implementation of the ASD Strategic Action Plan across local authorities through quarterly meetings with the ASD National Co-ordinator and liaison with local authority ASD leads.

- To develop a programme of awareness raising meetings with employers in Wales, to include raising awareness by speaking at appropriate events.
- To advise the Welsh Government, local authorities and third sector partners on how to develop and secure employment opportunities for people with autism with employers in Wales.
- To collaborate with and support Welsh Government programmes that work with young people and adults with disabilities, such as specialist work based learning (WBL) providers. Establishing referral pathways between employers and WBL providers.
- To support the Welsh Government in its engagement with the UK Department of Work and Pension to promote collaborative working in the design and development of DWP programmes to assist disabled people into work in Wales.

4. Requirement

The Welsh Government on behalf of Welsh Ministers (here on referred to as “The Client”) wish to commission a service that will fulfil the following requirements:

- The contract will be in place for a 16 month period, running from December 2014 to March 2016. We envisage that the Autism Employment Ambassador should be available for a maximum of 60 days over the period of the contract, (equating to around 3 days per month) and would be paid an agreed daily rate (7.24 hours) for the work undertaken. Any overnight subsistence payment should be made with the agreement of The Client.
- An inception meeting will be held on award of the contract to agree the workplan for the period of the contract. Monitoring meetings will be set at the inception meeting, each monitoring meeting will require a summary report of work undertaken to that date. A round up meeting will be held within the final month of the contract. Meetings could take the form of a VC meeting, this will be determined on award of contract by the Client.
- All reports in relation to this provision will be the property of the Client. Electronic reports to be supplied if practicable, if not, the Client will expect all reports submitted to be printed double sided.
- The final report of the Autism Employment Ambassador will be submitted in English only to the Contract Manager to an agreed deadline.

5. Contract Award Evaluation Criteria

The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

Evaluation Criteria	Weighting
1. Must provide evidence of extensive links to businesses and employers throughout Wales, as per section 2.	30%
2. Evidence of awareness of disability issues and the barriers to employment, as per sections 2 and 3.	15%
3. Demonstrate effective communication skills with a range of stakeholders, to include statutory bodies or third sector organisations, as per sections 2 and 3.	15%
4. Demonstrate an ability to provide high media profile for the work of the ASD Employment Ambassador. Outline the way in which this will be promoted, providing methods to be used and detail of the target audience you would hope to reach, as per section 3.	10%
5. Cost	30%

6. Duration of Contract

Start date: December 2014

Length of Contract: 16 months

End Date: March 2016

Length of extension – the contract could be extended up to a further year subject to Ministerial agreement and the availability of Welsh Government Funding.

7. Welsh Language and Translation

7a. Welsh Language Scheme requirements

The successful contractor will need to ensure that services provided through this contract are compliant with the Welsh Language Scheme for the Welsh Government. A copy of the Scheme can be found by visiting the following links:-

English Version

<http://new.wales.gov.uk/topics/welshlanguage/publications/wls11-16/?lang=en>

Welsh Version

<http://new.wales.gov.uk/topics/welshlanguage/publications/wls11-16/?skip=1&lang=cy>

Particular attention should be paid to Section 4.5 (Public Service Contracts) and 4.6 (Awarding funding support to third parties).

Language and translation requirements are highlighted in the preceding paragraphs. Any other activity not mentioned above which is relevant to the contract should comply with the commitments in our Welsh Language Scheme.

7b. Translation Rates

Translation into Welsh	£83 (per 1000 words)
Translation into English	£62 (per 1000 words)
Proof Reading	£40 (rate per hour)

8. Financial Standing & Resources

The Client wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

In deciding to tender for a contract, you should also be aware and take in consideration the risks of becoming over- reliant on the Welsh Government's business, or indeed that of any customer. In doing so, you should take into account earnings from any other work undertaken for the Client as well as potential earnings from this contract.

9 . Freedom of Information

The Welsh Government is a public authority for the purposes of the Freedom of Information Act 2000 and so is bound by its provisions. Any information submitted by you in connection with this tender may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received.

You will be consulted if we receive a request for disclosure of any of the information you have identified as commercially sensitive.

10 . Environmental statement

The Client is committed to minimising the effect of its day to day operations on the environment and contractors are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Factors to be considered should include areas such as:

- Adopting an environmental management system which includes focus on disposal of waste and packaging
- More efficient use energy and water
- Beginning to embed sustainability into the provision of goods and services supplied to the Welsh Government
- Use of recycled paper containing only post-consumer waste for all non-specialist printing whenever possible
- Reduction in carbon dioxide emissions from business travel by extending use of video conferencing and encouraging the use of low emissions vehicles
- Building an environmentally friendly work culture through training and high quality communication with staff

To assist you in considering these factors for this and/or future tenders, advice and an environmental assessment and for your business is available free of charge from the following website www.netregs.gov.uk

Whilst on site the contractor should be aware of and actively support the Client's Environmental Policy Statement which will be made available to you in advance or on arrival

11. Monitoring

11.1 Client's Contact Point

The Contract Manager for the Client will be (Information Redacted), Delivering Policy for Children and Adults Division, Department for Health and Social Services.

The Contract Manager will be the point of contact for the Contractor during the course of the contract. Monitoring meetings will be held between the Contract Manager and the Contractor throughout the duration of the contract, details of which will be determined at the inception meeting. She may also elect to meet a named representative of the Contractor as and when necessary to discuss any issues which may have arisen during the provision of the service.

11.2 Contractor's Personnel

Tenderers should provide the names of personnel to be assigned to the contract, their status in the organisation and their previous experience of dealing with contracts of a similar nature. Tenderers should also give details of a nominated contact point.

11.3 In the event of non-compliance with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;

- notification of unacceptable practices and/or substantial non compliance to the Specification of the services;
- recourse to the conditions of contract.

12. Payment

12.1 A budget range of £30,000 - £40,000 (including travel and subsistence costs) inclusive of VAT will be made available by the Client for the purposes of this contract. However, tenderers should be aware that this budget information is for indicative purposes only and that the Client will be seeking to award the contract on the basis of the criteria stated at section 5 and best value.

12.2 Payment will be made monthly in arrears on submission of an invoice detailing the days worked in the previous month and the activities undertaken as outlined in the 'requirements' above.

12.3 Payments will be made within 30 days of receipt of a correctly submitted invoice.

13. Security

13.1 If the requirement involves the storage, receipt or processing of material marked as either OFFICIAL-SENSITIVE (RESTRICTED prior to April 2014) or sensitive personal data the security section should be deleted from point 4 and an Information Assurance checklist should be sent to Suppliers bidding for the opportunity.

<https://documents.hf.wales.gov.uk/id:A3857018/document/versions/published>

If the requirement does not include the storage, receipt or processing of material marked as either OFFICIAL-SENSITIVE (RESTRICTED prior to April 2014) or sensitive personal data please utilise the security section in its entirety and do not use the IA checklist.

13.2 If the successful contractor requires for its personnel, frequent and uncontrolled access to the premises of the Welsh Government, or where such personnel have access to restricted information, or proximity to public figures, then all such personnel must satisfy the security requirements of the Client by completing a security questionnaire. No contractor personnel will be issued security passes until they have obtained the required security clearance. Until then, they will be issued with a temporary pass and will have to be escorted by a member of staff each and every time they have access to the premises'.

13.3 The successful contractor should ensure that appropriate checks have been undertaken through the Disclosure and Barring Service for any personnel that are likely to come into contact with children, young people or vulnerable adults during the course of this contract (NB DBS checks are not required for persons with access to information as opposed to face to face contact]. Evidence that these checks have been performed should be presented to the Client once they have been completed and prior to any contact.

13.4 In addition to 13.3, tenderers will need to address how informed consent from children/young people/vulnerable adults and their parents/carers will be achieved and how

permission in relation to access will be achieved from statutory and voluntary organisations (if appropriate). Tenderers must also outline an appropriate protocol in relation to disclosure of information gained in the course of the work that indicates a child/young person/vulnerable adult may be at risk. The protocol should be in accordance with the local Area Child Protection Committee/Local Safeguarding Children Board procedures for the area in which the child/young person lives. The protocol should specify that where there are any concerns that a child/young person/vulnerable adult is, or may be at risk, those concerns will be notified immediately to the local social services department or the police and will be followed up in writing.

13.5 The contractor is required to undertake to ensure that any personal data it processes in accordance with this contract is compliant with the Data Protection Act 1998 ('The Act'). Under the provisions of the Seventh Data Protection Principle of the Act, the data controller (the Client) is obliged to ensure that appropriate Information Security measures are in place to safeguard any personal data the contractor processes in providing the services under this contract

13.6 The following clauses are applicable to contracts where personal or other confidential information will be used, disseminated or otherwise handled by a contractor and any other third party associated with the contract.

- a) Servers holding the Client's data must reside in a pre-defined location and access to those servers must be controlled and limited to known, authorised individuals only.
- b) Backups of the Client's data must occur (at least weekly), there should be no unauthorised access to backup media containing the Client's data. Such backup media should be securely stored in an off-site location and Transfer of such backup media must be secure and auditable.
- c) The Client's data must not be copied to removable media and removed from the Contractor's site without prior approval of the Client, processing of the Client's data must only take place on the Contractor's corporate network, using equipment supplied by the Contractor. At the end of the contract the data must be returned or disposed of as stipulated by the Client.
- d) The default access level for the Client's data should be 'no access', the Contractor must maintain lists of users who do require access to the Client's data and such lists are to be reviewed at least quarterly.
- e) The Contractor should provide details of HR checks undertaken on new employees which will include verification of identity; employment history (past 3 years); nationality and immigration status; unspent criminal record declaration and independent verification via Disclosure Scotland
- f) The Contractor should undertake National Security Vetting where appropriate and make sure references are followed up prior to employment
- g) The Contractor must ensure that any network which holds the Client's data is protected by up-to-date virus-checking software. The Contractor must ensure that a server patching regime is in place, and supply details of the same. The Contractor's network must be configured in such a way that access to the Client's data is limited

to known, authorised individuals and connections to other networks must be controlled by firewalls. The Contractor should ensure that access to any network which holds the Client's data must be via a unique, individual password and such passwords must be a minimum of 9 characters in length, and include a combination of upper and lower case letters, punctuation marks and at least one number.

- h) Any statement made by the Contractor could be subject to independent audit by the Client without prior notice.
- i) The Contractor must inform the Client immediately of any actual or suspected security breaches involving the Client's data.
- j) The Contractor must have in place a Security Policy or Acceptable Use Policy covering usage of their network and appropriate use of removable media. The policy must be clearly communicated and staff trained appropriately.
- k) The Contractor must ensure that hardcopy data is securely disposed of after use by shredding and for electronic data, the Contractor must use a product that overwrites individual files rather than marking them for deletion.

14. Changes to the Specification

This specification document sets out the high level Client's service requirement. During the life of the contract these requirements will be refined through discussion and agreement of both parties, with the aim of achieving best value for money for a quality product.

Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

15. Conditions of Contract for Services

The Conditions of Contract for Services hereafter enclosed should apply in relation to this contract. The Contractor must have regard to these Conditions.