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**Freelancer Framework**

**Pre-Qualification Questionnaire (PPQ) and Guidance**

The Doncaster Mind Freelancer Framework exists to ensure that we are able to provide the best quality service through the engagement of freelancers to undertake specific areas of work. It is essential that our Freelancer engagement processes are fair, consistent and quality assured. This framework aims to:

* Meet the needs of the organisation
* Take account of diversity and inclusion at all stages of the engagement process
* Provide a quality service to Freelancers that is fair, transparent, consistent and equally accessible
* Be consistent across all of the services provided by Doncaster Mind
* Adhere to statutory requirements and good practice etc.
* Help promote a good image of Doncaster Mind as a service provider.

We will ensure that:

* All Doncaster Mind employees who are involved in the engagement of Freelancers are aware of this framework.

All Freelance opportunities are selected via this Framework (wherever possible). A role description will be available for each opportunity and as a minimum this will include: brief details of the Freelance opportunity, location, terms e.g. length of contract. PQQs currently on our Framework will be assessed against the role description. Where there are no suitable Freelancers on our framework the role will then be advertised on our website www.Doncastermind.org.uk

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**Pre-qualification questionnaire (PQQ) – Guidance**

Please note that taking part in our Framework does not guarantee the offer of a freelance opportunity. However, the Framework is our preferred option. Details of all of our services can be found on our website. www.Doncastermind.org.uk

**PQQ return date:** Check the return date on our website www.Doncastermind.org.uk as late submissions may not be accepted.

**Contact point for all queries:** vacancies@Doncastermind.org.uk

This PQQ should be returned to: vacancies@Doncastermind.org.uk. Please note PQQs received after the return date may not be considered.

If you have not operated as a business, please use your own name, and details of your relevant experience.

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**Section 1: Information about your business**

* Name of organisation
* How long trading under this name/previous name
* Contact name for enquiries about this PQQ
  + Name
  + Telephone number
  + Email address

**Section 2: Business activities**

* Your core business functions
* Relevant trade or professional associations which your business is a part of
* Summary of experience relevant to the role of freelancer
* Include any specific areas of specialism/expertise

**Section 3: Quality**

* Details of any Quality Assurance Certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer

**Section 4: Insurance**

* Please provide details of your organisations insurance policies in terms of professional indemnity and public liability, minimum value £1,000,000

**Section 4: Health and Safety**

* Please provide a copy of your organisations risk assessment
* Does your organisation have a written health and safety policy – please provide a copy. If you do not have a policy please provide details of practices you have in place **or** provide confirmation that you will adhere to the Doncaster Mind`s Health and Safety Policy and Procedures which can be found at www.Doncastermind.org.uk

**Section 5: Equal Opportunities**

* Does your organisation have a written Equal Opportunities policy - please provide a copy. If you don’t have a policy please provide details of practices you have in place **or** provide confirmation that you will adhere to the Doncaster Mind`s Equality and Diversity Policy and Procedure which can be found at www.Doncastermind.org.uk

**Section 6: Client experience**

Please indicate which of the following client groups have you had experience of working with

* Vulnerable Young People
* Vulnerable Adults
* Other – please specify

Please provide details of your disclosure and barring service certificate. You may be required to obtain an updated DBS certificate if your current certificate is more than 12 month old.

**Section 7: Supporting Statement**

* When developing your statement you may find it useful to familiarise yourself with the services provided at Doncaster Mind by visiting out website: www.Doncastermind.org.uk
* Please briefly outline your skills, knowledge and experiences relevant to the role of freelancer (include any specialist areas of expertise)

**Section 8: Other**

**Timeline Freelancer engagement process 2020/21: Key dates**

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| --- | --- |
| **Date** | **Action** |
| TBC | Pre- qualification questionnaires invited via www.Doncastermind.org.uk |
| TBC | Deadline for submission of PPQ (late applications may not be accepted) |
| TBC | Notification of successful /unsuccessful framework applications |
| Ongoing | Freelance opportunities available |

**Current rate of pay (2020/21)**

Freelancer roles are offered at set rates as out below and subject to satisfactory clearances/documents as set out in the PQQ.

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| --- | --- |
| General freelancers | £17.00 per hour (inclusive) |
| Counsellors | £22.00 per hour (inclusive) |

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**Freelancer Framework - Pre-qualification questionnaire (PQQ)**

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| --- | --- | --- |
| **Section 1: Information about your business** | | |
| |  |  |  | | --- | --- | --- | | Name and address of organisation |  | | | How long trading under this name/previous name |  | | | Contact name for enquiries about this PQQ | Name |  | | Tel No. |  | | Email |  | |  |  | | | | |
| **Section 2: Business activities**  Include: your core business functions; relevant trade or Professional Associations which your business is a part of and; summary of experience relevant to the role of freelancer | | |
|  | | |
| **Section 3: Quality**  Quality Assurance certificates/ Quality Assurance Systems/Quality Marks you use and how it relates to the role of freelancer | | |
|  | | |
| **Section 4: Insurance** Please provide details of your organisations insurance policies in terms of professional indemnity and public liability. Minimum £1,000,000 | | |
| |  |  |  |  | | --- | --- | --- | --- | | Policy Type | Expiry date | Insurer | Indemnity Value | | Professional indemnity |  |  |  | | Public liability |  |  |  | | Other (please provide details) |  |  |  | | | |
|  | | |
| **Section 5: Health and Safety** | | |
| Please provide a copy of your organisations:   * Risk assessment * Health and Safety Policy **or** provide confirmation that you will adhere to the Doncaster Mind`s Health and Safety Policy and Procedures which can be found at www.Doncastermind.org.uk | | |
| **Section 6: Equal Opportunities** | | |
| Please provide a copy of your organisations:   * Equal Opportunities policy/ details of practices you have in place **or** provide confirmation that you will adhere to the Doncaster Mind`s Equality and Diversity Policy and Procedure which can be found at www.Doncastermind.org.uk | | |
| **Section 7: Client experience**  Please indicate which of the following client groups have you had experience of working with:   |  |  | | --- | --- | | Client group | Brief outline of experience | | Vulnerable Adults |  | | Vulnerable Young People |  | | Other – please specify |  | | | |
| **Section 8: Disclosure and Barring Service**  Please provide details of your disclosure and barring service certificate. You may be required to obtain an updated DBS certificate if your current certificate is more than 12 month old | | |
| Type please specific (Standard/ Enhanced) | Date issued | Certificate number |
| **Section 7: Supporting Statement (max 400 words)**  Briefly outline your skills, knowledge and experiences relevant to the role of freelancer (include any specialist areas of expertise) | | |
|  | | |

Please note that taking part in our Framework does not guarantee the offer of a freelance role. However, the Framework will usually be our preferred option when seeking to fill a freelancer position. Please ensure you submit this PQQ to office@Doncastermind.org.uk by the submission deadline as late submissions may not be accepted.

Signed

Date