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**INVITATION TO TENDER**

**PART 1 – GUIDANCE DOCUMENT**

**PRIMARY SCHOOL TRANSITION SUPPORT**

For the provision of a service to develop and deliver in partnership with schools and families a programme of additional support for the most vulnerable, pupils, and their families who are struggling for more targeted interventions as they transition between years 5, 6, and 7.

**Contract Ref: DN617776 (GMCA 525)**

Closing Time & Date: 12 noon on 12/07/2022

Contract Duration: 12 months

with a provision to extend for 2 x additional 12-month periods

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# 1. Section One – Instructions & Conditions

## Introduction

GMCA was established on the 8th May 2017 with the aim of providing local people more control over issues that affect their area. It means the region speaks with one voice and can make a strong case for resources and investment. It helps the entire north of England achieve its full potential.

Greater Manchester is one of the country's most successful city-regions. Our vision is to make it one of the best in the world.

We want the region to be more prosperous, better connected, and greener. By 2020 Greater Manchester should be self-reliant: contributing to national wealth rather than needing government help.

Local people will have more job opportunities, and new skills to contribute to, and benefit from, a stronger economy. They'll enjoy better health and a higher quality of life.

Greater Manchester Combined Authority to be referred to as the GMCA, requires the information sought in this Invitation to Tender (ITT) document from suppliers responding to the invitation.

This is a competitive procurement in accordance with the Open Procedure under EU Procurement Directives and implemented in English Law in the Public Contract Regulations 2015 (SI 2015 No.102) and such other UK regulations implementing its provisions as may be made from time to time.

## Instructions to Tenderers

**Discrepancies, Omissions and Enquiries concerning the Tender Documents**

**Clarification and Queries**

There will not be any negotiations of any of the substantive terms of the Invitation to Tender. Only request for clarification relating to the Invitation to Tender documents will be answered.

Telephone or e-mail enquiries will NOT be accepted.

Any requests for clarification relating to this Invitation to Tender must be submitted through The Chest or portal.

The GMCA will respond to all reasonable requests for clarification as soon as possible through publishing the Tenderers' questions and the response to them on the procurement portal. If a Tenderer wishes the GMCA to treat a request for clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the GMCA the information is not confidential, we will inform the Tenderer and it will have an opportunity to withdraw it. If the request for clarification is not withdrawn, both the question and the response will be issued to all Tenderers.

Any other update that the GMCA deems necessary to issue prior to the time and date set for receipt of bids will be issued as Circular Advice via The Chest.

Should you find discrepancies in, or omissions from the Tender Documents, the GMCA’s Procurement Officer should immediately be notified via the Questions section of the portal.

**Study of Tender Documents**

The Tenderer is required to examine all the Tender Documents included in this information pack to obtain a full and clear understanding of the scope of the opportunity, prior to them to tender submission. The Tenderer shall be deemed to have satisfied itself as to the correctness and sufficiency of its Tender submission. No claims whatsoever shall be entertained arising out of the Tenderers failure to study or understand the Tender Documents.

**Tender Submission**

Tenderers must complete and return all Sections of **Part 2 – Response Document**

Tenderers must complete and return all the required information in the tender by the time and date of

An electronic Tender submission must be submitted via The Chest portal. The GMCA reserves the right to reject any Tender that fails to comply with the submission requirements set out in this ITT.

Tenderers are advised to keep a copy of their Tender submission for future reference.

The GMCA expressly reserves the right to require a Tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this ITT.

Please do **NOT** e-mail your tender submission direct to the GMCA, as only responses via the portal will be accepted.

**Electronic submission via The Chest e-procurement portal**

This Invitation to Tender documentation has been obtained via The Chest e-procurement portal. If experiencing technical problems using the Chest, please contact ProcontractSuppliers@proactis.com

Tenderers should note that the uploading process when submitting a Tender via the portal may take some time. Tenderers should therefore start this process in sufficient time to allow for the complete uploading of their Tender submission by the tender return time and date, Tenders submitted after the Tender deadline will NOT be accepted.

**Tender Errors and Omissions**

If the GMCA discovers errors or omissions in the Tender, the Tenderer may be required to justify the price/item(s) concerned. Any price adjustments to the Tender made by agreement between the GMCA and the Tenderer shall be confirmed in writing by the Tenderer to the GMCA before final acceptance by the GMCA.

**Procurement Timetable**

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the GMCA does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Publication of Invitation to Tender | 17/06/22 |
| Deadline for receipt of requests for clarification | 16:00 on 11/07/2022 |
| Closing Date set for receipt of bids | 12:00 on 18/07/2022 |
| Inform relevant Tenderers of interview details | WC 25/07/2022 |
| Interviews  | W/C 01/08/2022 |
| Finalise evaluation and scores | W/C 08/08/2022 |
| Internal sign-off  | 12/08/2022 |
| Issue intent to award - Standstill Period begins | 22/082022 |
| Issue final contract award letter to successful Tenderer | 05/09/2022 |
| Service commencement  | 12/09/2022 |

The GMCA reserves the right to change the above timetable and Tenderers will be notified accordingly where there is such a change.

The GMCA intends to award the Contract in line with the above timetable and reserves the right to award the Tender at such date or at a later date, or not at all.

**Debriefing**

Following evaluation of tender submissions, a contract award notification will be sent to each Tenderer. Unsuccessful Tenderers will be notified of the relative advantages and characteristics of any successful bid in writing. Any requests for additional feedback should be made via The Chest.

**Freedom of Information Act (2000)**

The GMCA is a public authority under the Freedom of Information Act 2000 (the “Act”).

##

## 1.3 Tender Conditions

**Acceptance of Tender**

The Tender shall constitute an irrevocable offer to perform the Service. The successful Tenderer shall conclude a formal Contract with the GMCA, which shall embody the Tenderer’s offer. No Tenderer may consider itself successful unless and until a formal Contract has been signed by a duly authorised representative of each party.

It is clearly understood that the ITT and the submission of the Tender shall not in any way bind the GMCA to enter into a contract with the Tenderer or involve the GMCA in any financial commitment whatsoever in this respect. The Tenderer is also advised that the GMCA do not bind themselves to accept the lowest, or any Tender but at the GMCA’s sole discretion may accept the whole or part of any Tender.

Any acceptance of a Tender by the GMCA shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall become binding on both parties, and, notwithstanding that, the appointed contractor shall upon request of the GMCA execute a formal Contract in writing in the form of the Contract provided with the Tender Documents.

The Tender shall remain open for acceptance for a period of 6 months from the closing date for the receipt of Tenders.

All documents comprising the Tender’s submission must be completed, uploaded and submitted onto the portal by the deadline. Please ensure that all of the required documents are uploaded as incomplete tenders may be rejected.

The following requirements must be adhered to when submitting Tenders:

• The pages of the Tender documents must be numbered sequentially as "Page [x] of [xx]" and include the date and title of the document on each page of the main body.

• Any additional pre-existing material which is necessary to support the Tender should be included as schedules with cross-references to this material in the main body of the Tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.

• Where documents are embedded within other documents, Tenderers must upload and submit separate copies of the embedded documents.

• The Tender must be in English and drafted in accordance with the instructions set out in Par 1 – Guidance Document.

• A table of contents must be provided.

• A list of supporting material must be supplied (if requested by the GMCA).

Tenderers should submit only such information as is necessary to respond effectively to this Invitation to Tender. Tenders will be evaluated on the basis of information submitted by the closing date and time set for receipt of bids.

The Tenderer must upload and submit a duly executed Form of Tender (part of Part 2 – Response Document).

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. Where the Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

**Rejection of Tender**

The GMCA may in its absolute discretion refrain from considering or reject any Tender if

* It is submitted after the closing date and time set for receipt of bids

The Tender is incomplete

* It is not in accordance with the Invitation to Tender and all other provisions of the Tender Documents or is in breach of any condition contained in the Invitation to Tender

Any Tender in respect of which the Tenderer:

* Has directly or indirectly canvassed any official of the GMCA or obtained information from any other person who has been contracted to supply goods or provide services or works to the GMCA concerning the award of the framework or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer; or
* Fixes or adjusts the prices shown in the Finance Schedule by or in accordance with any agreement or arrangement with any other person; or
* Communicates to any person other than the GMCA the amount or approximate amount of the prices shown in the Finance Schedule except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of insurance or financing; or
* Enters into any agreement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown or referred to by another Tenderer; or
* Offers to agree to pay to any person having direct connection with the ITT process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person’s proposed Tender, any act or omission; or

Shall not be considered for acceptance and shall accordingly be rejected by the GMCA provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the GMCA or any criminal liability which such conduct by a Tenderer may attract.

**Amendment to Tender Documents**

Should any additions or deletions to the Tender Documents be considered necessary prior to the date for submission of Tenders, these will be issued by the GMCA to Tenderers and will be deemed to then form part of the Tender Documents; the GMCA reserves the right to extend any date for submission of the Tenders accordingly.

If changes occur in relation to the statements set out in the Tender, the applicable Tenderer must promptly notify the GMCA of such changes. The GMCA reserves the right to disqualify any Tenderer that fails to duly notify the GMCA. Tenderers are also reminded of the eligibility requirements that apply to the procurement process at all times.

**Tenderers Responsibilities**

A Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the prices and rates as stated in Part 3 – Pricing Document contained in that Tender which shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and a Tenderer shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Tender.

The Tenderer is responsible for obtaining all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by a Tenderer in connection with the preparation and submission of a Tender shall be borne by the Tenderer.

**GMCA Representatives**

No person in the GMCA’s employ or other agent, except the authorised Procurement representative, has any authority to make any representation or explanation to Tenderers as to the meaning of the Contract or any other Tender Document or as to anything to be done or not to be done by Tenderers or the successful Tenderer or as to these instructions or as to any other matter or thing so as to bind the GMCA.

**Confidentiality**

This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender, or for the purpose of obtaining sureties guarantees and quotations necessary for the preparation and submission of the Tender.

The GMCA shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA.

While the GMCA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to the GMCA in the template provided

Tenderers should be aware that, in compliance with its transparency obligations, the GMCA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

**Tender Documents**

The documents which constitute the Tender Documents, and all copies thereof are and shall remain the property of the GMCA and save for the purposes of the Tender, must not be copied or reproduced in whole or in part and must be returned to the GMCA upon demand.

**GMCA’s Warranties and Disclaimers**

The fact that a Tenderer has been invited to submit a Tender does not necessarily mean that the Tenderer has completely satisfied all the GMCA’s criteria and the GMCA may require further information as appropriate and assess this as part of the Tender evaluation process.

The Tenderer shall have no claim whatsoever against the GMCA in respect of such matters and in particular (but without limitation) the GMCA shall not make any payments to the successful Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the GMCA to the Tenderer in respect of the Service by reason of the Specification being different to that envisaged by the Tenderer or otherwise.

Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the GMCA does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The GMCA does not make any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Tenderer or its professional advisors.

Each Tenderer to whom the ITT is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement. Under no circumstances shall the GMCA be liable to a Tenderer in respect of any costs incurred by a Tenderer (whether directly or otherwise) in relation to the preparation or submission of a Tender.

## Evaluation Criteria

The objective of the selection process is to assess the responses to the tenders submitted and to then determine a highest-ranked tender submission with the intention to appoint, in line with the timetable indicated at Section 1.2 of this document.

The tender evaluation exercise will seek to balance the issues of quality and price to ensure that the Tenderer chosen offers the best deal for the GMCA.

Upon receipt of formal tenders, the GMCA will be concerned to ensure that there has been full compliance with the ITT documents, and all necessary information has been supplied. The information supplied will be checked for completeness and compliance before responses are evaluated.

**Section 3** is primarily marked using a pass/fail criteria. We want to verify that your organisation:

* Is a legitimate trading organisation;
* Has the required levels of financial standing to effectively undertake the Contract requirements;
* Promotes good practices in areas of employment, health & safety and environmental care & protection. Where requested, policies must be provided for evaluation.

In addition to the information requested, the GMCA will also undertake an independent financial check using a range of financial reports, these may include (but not limited to), Experian, Dun & Bradstreet.

**2. Section Three – Company and Policy Information**

***Sections 1 to 3 - Potential Supplier Information and Exclusion Grounds***

The selection questionnaire is a self-declaration made by the Tenderer that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (GMCA calls this self-cleaning).

A completed declaration of Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently, GMCA requires all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

***Section 4 – Economic and Financial Standing***

The information provided in response to Section 4 will be used by GMCA to assess the Economic and Financial Standing of an organisation. An organisation that is unable to provide trading accounts for the previous 3 years shall provide evidence to support that it has bank accounts and shall provide a balance sheet and income statement to enable GMCA to access its Economic and Financial Standing. Organisation’s should state why they are not able to provide the information requested. In addition, GMCA will obtain credit reports from Credit companies such as Company Watch, Experian and Dun & Bradstreet for the organisation and/or their parent companies when deemed necessary.

GMCA will rate organisation’s Red, Amber, and Green depending on the Credit Report and / or their submitted financial information.  Those rated red or amber will be subject to additional financial due diligence. GMCA may also, at its discretion, undertake further financial due diligence where required in the professional opinion of its financial evaluator.

The UK Credit Report, where available, together with the information provided by the organisation in response to Section 4, will be used by GMCA to undertake detailed financial due diligence. If a UK Credit Reports are not available then GMCA will use other financial information provided by the organisation to assess their Economic and Financial Standing.

Where GMCA concludes that there is insufficient information to assess the organisation’s Economic & Financial Standing, or the information leads to GMCA to conclude that the information provided is **not** acceptable, the organisation **will** be excluded.

**Sub Section 5 – Technical and Professional Ability**

The information provided in response to Section 5 will be used by GMCA to assess the technical and professional ability of Tenderer’s.

Where you have delivered only part of a contract, for example as a subcontract, you should provide the overall contract value and the value of your contribution to the contract.

***Section 6 – Modern Slavery***

The answers provided in your response will be evaluated on the basis of pass/exclude. Organisations who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads GMCA, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Organisation’s ability to properly perform the contract) that it would be inappropriate to select the Organisation on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract.

***Section 7 – Additional Questions***

***7.1 - Insurance***

Organisation’s are requested to self-certify that they have in place or will be willing to obtain the required minimum insurance levels.

***7.2 – Health & Safety***

Organisation’s with more than five employees are required to self-certify that they have a health and safety policy, signed and dated and updated regularly.

A response of ‘no’ to question (a) without satisfactory explanation will result in the Organisation’s exclusion from the procurement exercise.

Organisations are required to provide evidence to GMCA of any remedial action or changes to procedures they have made to prevent future breaches implemented as a result of any enforcement or remedial orders. GMCA shall, at its absolute discretion, consider whether any such remedial action is satisfactory.

A response of ‘yes’ to question (b) without satisfactory explanation will result in the Tenderers exclusion from the procurement exercise.

A response of ‘no’ to question (c), without satisfactory explanation, where the Organisation has indicated in Section 1 that it proposes to use sub-contractors for the delivery of any part of the services described in the selection questionnaire, will result in the Organisation’s exclusion from the procurement exercise.

A response of ‘yes’ to question (d) without evidence or completion of the remaining Health and safety questions, will result in the Organisation’s exclusion from the procurement exercise.

A response of ‘yes’ is required for questions (f) to (n). A ‘no’ response, will result in the Organisation’s exclusion from the procurement exercise.

***7.3 - Safeguarding***

Tenderers are asked to confirm respond yes or no to statements and these are assessed on a pass/fail basis.

Tenderer’s must also submit copies of their relevant policies. Failure to provide copies may result in the rejection of your application.

***7.4 – Business Continuity***

Tenderers are asked to confirm respond yes or no to statements and these are assessed on a pass/fail basis.

Tenderer’s must also submit copies of their relevant policies. Failure to provide copies may result in the rejection of your application.

***7.5 – Environment***

Tenderers are asked to confirm respond yes or no to statements and these are assessed on a pass/fail basis.

Tenderer’s must also submit copies of their relevant policies. Failure to provide copies may result in the rejection of your application.

***Section 8***

There are a number of declarations and information to provide in this section. Tenderers should read the statements and requests carefully before signing and providing information requested.

The following information provides specific advice regarding completion of the Selection Questionnaire document, whether the section / question is pass/fail, scored, or information only, what weighting (if any).

| **Sub Section** | **Assessment** | **May Fail on** | **Other Information** |
| --- | --- | --- | --- |
| **1** Supplier Information | This section is required for information purposes only, to ensure GMCA has the correct details of all Tenderer’s | Incomplete information provided |  |
| **2**Grounds for Mandatory Exclusion | This section will be evaluated on a pass / fail basis | Unlawful ActionsIf a Tenderer answers **Yes** to any of the statements, GMCA **shall** disqualify that Tenderer from the process at this point in the evaluation pending consideration of the self-cleaning statement in Section 2 | Answer **No** to confirm that the Tenderer has not been convicted with regards to the statement |
| **3**Grounds for Mandatory Exclusion | This section will be evaluated on a pass / fail basis | Unlawful ActionsIf a Tenderer answers **Yes** to this statement, GMCA **shall** disqualify that Tenderer from the process at this point in the evaluation pending consideration of the self-cleaning statement in Section 2 | Answer **No** to confirm that the Tenderer has not been convicted with regards to the statement |
| **3**Grounds for Discretionary Exclusion –  | This section will be evaluated on a pass / fail basis | Unlawful ActionsIf a Tenderer answers **YES** to any of these statements, GMCA **shall** disqualify that Tenderer from the process at this point in the evaluation pending consideration of the self-cleaning statement in Section 3 | Answer **No** to confirm that the statement does not apply to the Tenderer. |
| **4**Economic and Financial Standing | Please see section 4 above for further details.  | Failure to provide all information requested.In the professional opinion of GMCA’s finance evaluation the Tenderer is not considered to be financially viable.  |  |
| **5**Technical and Professional Ability | This section will be evaluated on a score of 0 to 5. A minimum score threshold of 3 will apply. | Unacceptable or serious reservations | The scoring methodology is described below  |
| **6**Modern Slavery | This section will be evaluated on a pass / fail basis | No Response or incomplete information  |  |
| **7.1**Insurance | This section will be evaluated on a pass/fail basis | No response or incomplete response  | Failure to answer yes will result in the failure of your bid |
| **7.2**Health & Safety | This section will be evaluated on a pass / fail basis | No response or incomplete information or an unsatisfactory response  | The criteria is clearly defined in the tender document |
| **7.3**Safeguarding | This section will be evaluated on a pass / fail basis | No ResponseorA response of NO will be considered a fail  | Failure to provide evidence of policies as requested could constitute a fail and the rejection of you bid |
| **7.4** Business Continuity | This section will be evaluated on a pass / fail basis | No ResponseOr Incomplete response  | Failure to provide evidence of policies as requested could constitute a fail and the rejection of you bidPlease outline what Business Continuity **arrangements** that will be in place to ensure consistency of service, likely to be impacted by *(but not limited to):** Natural disaster
* Loss of information technology
* Global pandemics
* Adverse weather conditions
* Industrial disputes/staffing shortages
* Receivership
 |
| **7.5**Environment | This section will be evaluated on a pass / fail basis | No ResponseorA response of YES will be considered a fail |  |
| **8**Legislation | This section will be evaluated on a pass / fail basis | No ResponseorA response of NO will be considered a fail  |  |

**Evaluation Questions**

These sections will be evaluated on the basis of the most economically advantageous offer. The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Comment** |
| **Technical Capacity****Summary of contents below*** **Delivery approach – 25%**
* **Delivery experience – 20%**
* **Values – 10%**
* **Ability to meet requirements – 20%**
* **Social value – 10%**
* **Information Governance – 5%**
 | **85% weighting** | A minimum score threshold of 3, (3 being a satisfactory response), has been applied to all questions.Please complete the questions within **Part 2 – Response Document**.The GMCA will exclude any bidder who scores below the minimum scoring threshold.  |
| **Finance/Price** | **15% weighting** | **Price** - Prices should be fixed for two years as a minimum. The financial assessment will be made on a lump sum for provision of the services as described within this document. The scores will be awarded on the basis of percentage variation between the highest and lowest price with the lowest financial submission receiving the full marks available.Please complete **Part 3 – Pricing Document.** |
| **Interviews –** will be arranged with up to the top 3 scoring bidders.  |  | Following the initial desktop technical capacity and finance evaluation Evaluators will use the interviews as further clarification and understanding of the written bid submission and reserve the right to vary their scoring of the ITT Quality Scoring by up to 10% (up or down) . It is envisaged no more than the top 3 bidders will be invited. |

**Evaluation**

All proposal submissions will be evaluated as follows:

Quality: 80%

Price: 15%

|  |
| --- |
| **Quality (95%)** |
| **Quality Area** | **Evaluation Criteria** | **(%) Weighting** |
| **Describe the approach your organisation would take to delivering this project** | * Please detail your proposed approach to delivering this project in line with the specification.
* Please provide a project plan that details how you would deliver the required outcome, considering the key deliverables and milestones
* Please include an overview of the delivery team for this project and the expertise they will hold
 | 25% |
| **Describe your organisations experience of delivering:** **a. Child centred, strength based, trauma informed, social skills, 1-2-1 support to meet the needs of the children and young people (particularly those aged 9-12 years), and their families.****b. Family support, which is aligned to the Strengthening Families, Strengthening Communities (SFSC) approach.**  | * Please provide an overview of your organisations experience of delivering the elements outlined at a & b.
* Please provide case studies which evidence effective delivery of this type of work.
 | 20% |
| **What are the key values of your organisation and how will you embed these in your proposed delivery model and ensure that they are aligned to the priorities of the VRU** | * Please provide an overview of your key values and how you will embed these in your proposed delivery model.
* Please describe how you will ensure that the delivery model is aligned to the priorities of the VRU.
 | 10% |
| **Ability to Meet the Requirements** | * Please confirm your organisation’s ability to mobilise the service within the timescales set out within the specification (by 31 October 2022).
* What are the anticipated challenges and blockages to mobilisation and how do you intend to overcome them?
 | 15% |
| **Social Value** | * Please demonstrate where your organisation can meet social value considerations referenced below as part of the wider impact of services delivered via this contract, giving specific details of what will be delivered in line with this opportunity.

**Not for Profit Activity*** Charitable Donations
* Employee Volunteering Days
* Charity/Not for Profit Engagement
* Supporting Local Charities

**Economic*** Local Recruitment
* Work Experience
* Apprenticeship Opportunities
* Local Investment

**Social*** Community Engagement
* Fair Trade Supply Chain
* Supporting Local Heritage

**Employment*** Flexible/Agile Working
* Continuous Professional Development
* Wellbeing Benefits

**Environmental*** Carbon Reduction
* Utility Reduction
* Sustainability
 | 10% |
| **Information Governance**  |  | 5% |

**Scoring**

For questions where a maximum of 5 marks are available, the following will apply:

|  |  |  |
| --- | --- | --- |
| **Score** | **Comment** | **Scoring Guidance** |
| 0 | Unsatisfactory | Unable to assess due to lack of evidence/unsatisfactory level of detail provided. The response is non-compliant and little or no relevant information has been submitted. |
| 1 | Poor | An ambiguous response that is not entirely relevant and which insufficiently addresses essential requirements in regard to GMCA/ project specific detail. |
| 2 | Weak | A response that is not entirely relevant and which only addresses some essential requirements in regard to GMCA/project specific detail. |
| 3 | Satisfactory | An acceptable response that broadly addresses the essential requirements with sufficient GMCA/project specific clarity and examples provided. |
| 4 | Good | A good response that addresses all essential requirements with a good level of GMCA/project specific detail. |
| 5 | Excellent | An excellent response which shows a comprehensive understanding of the requirement and includes significant additional benefits beyond the stated requirement |

Where a question requires a Yes/No answer, an answer of “No” may result in the GMCA taking the tender no further, unless it is demonstrated to the GMCA's satisfaction that any amendments/ qualifications are strictly necessary to give effect to any legal, regulatory or compliancy requirements of any related parties. The GMCA reserves the right to reject any such amendments/qualifications if they are deemed by the GMCA not to be strictly necessary or contrary to the principles of the procurement procedure.

A minimum score threshold of 3, (3 being a satisfactory response), has been applied to all questions.

The GMCA will exclude any bidder who scores below the minimum scoring threshold.

# 3. Section Two – Background/Overview

## 3.1 The Project

The purpose of this tender is to appoint a provider to develop and deliver in partnership with schools and families a programme of child centred, strength based, trauma informed, 1-2-1 support for the most vulnerable, and high-risk pupils, and their families who are struggling for more targeted interventions as they transition between years 5, 6, and 7.

The proof-of-concept pilot will initially be delivered within 10 primary schools in North and East Manchester.

## 3.2 Social Value

GMCA are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same.  In accordance with the Social Value Act 2012 we must consider social value in all our decisions.

As we rebuild our economy in Greater Manchester during and following the crisis caused by COVID-19, it is increasingly important to secure the maximum possible value from every pound of public money that we spend.

This means GMCA will ensure every contract achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and economy, whilst minimising damage to the environment.

GMCA’s Social Value Framework has six priorities as shown in the diagram below. Further information on how suppliers can contribute to each can be found GMCA’s website:

<https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/>



**We are committed to and we expect our suppliers to be committed to:**

* + supporting the local economy, including through any sub-contracting;
	+ reducing demand for public services and including appropriate incentives in contracts, such as contract extension opportunities for suppliers who effectively reduce demand;
	+ supporting the community and voluntary sector through our suppliers and contracts;
	+ robust enforcement in cases where suppliers fail to deliver agreed outcomes;
* working positively with suppliers to deliver the maximum possible social value together (e.g. we might offer a supplier discounted use of our buildings in order to enable district-based delivery of services across the region);
* paying our suppliers promptly;
* endorsing / promoting suppliers who engage successfully and positively with our social value approach to procurement;
* upholding and maintaining our ISO14001 environmental management system accreditation;
* consider formally adopting the **Real** **Living** **Wage** as a minimum.

**Evaluated Question**

In order for the GMCA to be satisfied of any prospective bidder’s commitment to supporting us in implementing our Social Value principles, can you please include within your tender submission, a response to the question(s) on Social Value included in the evaluated section of this Invitation to Tender.

## 3.3 Modern Slavery Act 2015

As part of Local Government, the GMCA recognises that it has a responsibility to take a robust approach to slavery and human trafficking. In addition to the GMCA’s responsibility as an employer, it also acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015. The GMCA is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The GMCA requires that all direct suppliers, service providers and contractors to the GMCA are absolutely committed themselves to preventing slavery within their own activities and through their supply chain which includes manufacturers, and producers.

**3.4 SMEs**

The GMCA is committed to supporting the Government’s small and medium-sized enterprise (SME) initiative; its aspiration is that 25% of spend, direct and through the supply chain, goes to SMEs by 2015. Suppliers are encouraged to work with the GMCA to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government’s Crown Representative for, a link to the definition of an SME and details on the SME initiative <https://www.gov.uk/government/policies/buying-and-managing-government-goods-and-services-more-efficiently-and-effectively/supporting-pages/making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>

## 3.5 Information Governance

Since the introduction of the GDPR (General Data Protection Regulation) and the updated Data Protection Act in 2018, organisations are now held more accountable for their technical and organisational measures in relation to their security and protection of data, particularly data that identifies individuals (personal data).

When working with new suppliers/providers, the GMCA have a required Data Protection standard which must be evidenced through relevant policies and procedures. As a minimum we would expect your policies and procedures to be up to date with the changes that were made from the previous Data Protection Act 1998, and reflect the key areas of emphasis GDPR introduced, such as; updated data protection principles, reinforced individual rights, an up to date information security policy, data processing procedures and controls, and staff training on all of the above.

More information about the changes of GDPR and what is required from organisations can be found on the ICO (Information Commissioner’s Office) website: <https://ico.org.uk/for-organisations/>

When in application for a tender/ RFQ, you must provide a copy of your policies/procedures or at least direct references to them to evidence the above. Without this, you will not pass the minimum standard we require to consider the rest of your application

# 4. Requirements/Specification

**Please see Appendix 1**

# 5. Conditions of Contract

**Please see Appendix 2**