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**INVITATION TO TENDER**

**PART 2 – RESPONSE 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 18/07/2022

Contract Duration: 12 months

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

|  |  |
| --- | --- |
| **Name of Tenderer:** |  |

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# 1. SECTION ONE – INSTRUCTIONS & CONDITIONS

**CHECKLIST FOR TENDERERS**

Failure to provide all the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |
| --- |
| Please confirm that the following information has been included in your Tender response. Failure to provide all the items in the checklist may cause your Tender to be non-compliant and not considered. |
| **Section No.** | Document | **Please tick if enclosed** |
|  | Company & Policy Information including all policy documents and certificates requested |  |
|  | Completed Part 2 – Response Document with all questions completed, including all required evidence. To include completed Form of Tender and Certificate against Canvassing and Collusion |  |
|  | Completed Part 3 Pricing Document Financial Template (all relevant tabs to be completed) or Pricing Schedule |  |
|  | Any other required supporting evidence |  |

## 1.2 Form of Tender

|  |
| --- |
| TENDER - For the provision of a service 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:- TO: Greater Manchester Combined AuthorityHaving read the Tender Documents relating to the above I undertake and agree as follows:-* to deliver the required products and/or services on being notified of acceptance of my/our Tender in whole or in part;
* having examined the Tender Documents for the delivery/performance of the above products/services, we offer to deliver/carry out the said products/services in conformity therewith for the sum/sums enclosed in Part 3 Pricing Document of this Tender response;
* that my/our prices will not be divulged to any person, firm or company before the hour and date specified for the return of Tender submissions;
* not to withdraw the offer contained herein nor to refuse to execute or seal a formal agreement within 28 days of being called upon to do so and I/we clearly understand that any failure on my/our behalf to comply with the foregoing provisions may lead to my/our being disqualified from tendering for a minimum period of three years;
* we understand you are not bound to accept the lowest Tender or any Tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender;
* I/we understand and agree that any breach, non-observance or non-performance of the foregoing or any of these entitles the GMCA to cancel any agreement then existing between me/us and to recover from me/us the amount of any loss sustained by users in consequence thereof;
 |
| Signed: |
| Full Name: |
| Duly authorised to sign for and on behalf of:Company Name: | Position Held: |
| Address: | Company stamp: |
|  |
|  |
|  |
| E-mail: |
| Fax No: |
| Mobile No: |
| Tel No: |
| Date: |

## 1.3 - Certificate against Canvassing and Collusive Tendering

|  |
| --- |
| TENDER - For the provision of a service 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. TO: Greater Manchester Combined AuthorityIn recognition of the principle that the essence of tendering is that GMCA shall receive bona fide competitive tenders from all those tendering.WE CERTIFY THAT: The tender submitted herewith is a bona fide tender that is intended to be competitive. We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person. We have not done, and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts: * communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
* enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and;
* offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above.
* canvassed or solicited any Member, Officer or employee of GMCA, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.
* We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of GMCA, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE ‘Person’ includes any person or anybody or association. ‘Any agreement or arrangement’ includes any transaction of the sort described above, formal or informal and whether legally binding or not. |
| Signed: |
| Full Name: |
| Duly authorised to sign for and on behalf of:Company Name: | Position Held: |
| Address: | Company stamp: |
|  |
|  |
|  |
| E-mail: |
| Tel No: |
| Date: |
|   |

2. NOTES FOR COMPLETION

1. The “GMCA” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified appendix.
4. The GMCA recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the GMCA immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The GMCA will make a revised assessment of the submission based on the updated information.
5. Part 1 (SECTION 2:1) and Part 2 (SECTION 2.2) every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2[[1]](#footnote-1).
7. For answers to Part 3 (SECTION 2.3) -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The GMCA confirms that it will keep confidential and will not disclose to any third party information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## 2.1: PART 1 Potential supplier Information

Please answer the following questions in full.

|  |  |
| --- | --- |
| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[4]](#footnote-4)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐No ☐ If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

## 2.2 Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐No ☐If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐No ☐If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Yes ☐No ☐ |
| 2.3(a) | Regulation 57(3)Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The GMCA reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |
| --- | --- |
| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 3.1 | Regulation 57 (8)The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

## 2.3 Part 3: Selection Questions

|  |  |
| --- | --- |
| Section 4 | Economic and Financial Standing  |
|  | Question | Response |

|  |  |  |
| --- | --- | --- |
| 4.1 | Are you able to provide a copy of your audited accounts for the last three years, if requested?If no, can you provide one of the following: answer with Y/N in the relevant box. | Yes ☐No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐No ☐ |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out below: | Yes ☐No ☐ |
|  | If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:  |

|  |  |
| --- | --- |
| Name of organisation |  |
| Relationship to the Supplier completing these questions |  |
| 4.3 | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐No ☐ |
| 4.4 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐No ☐ |
| 4.5 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes ☐No ☐ |

|  |  |
| --- | --- |
| Section 5 | Technical and Professional Ability  |

|  |  |
| --- | --- |
| 5.1 | Relevant experience and contract examplesPlease provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract  |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

|  |  |
| --- | --- |
| 5.2 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| 5.3 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |
| Section 6 | Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 |

|  |  |  |
| --- | --- | --- |
| 6.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐N/A ☐ |
| 6.2 | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐Please provide the relevant url …No ☐Please provide an explanation |

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this. The contents will be reviewed as part of the evaluation process.

|  |  |
| --- | --- |
| Section 7 | Additional Questions  |
| 7.1 | Insurance |

|  |  |
| --- | --- |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: \*Yes / No \*please delete above as appropriate.Employer’s (Compulsory) Liability Insurance = £10 millionPublic Liability Insurance = £10 millionProfessional Indemnity Insurance = £2 million\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

|  |  |
| --- | --- |
| 7.2  | Health & Safety |
| (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements \*Yes/No |
| (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result. GMCA will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to GMCA’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches\*Yes/No |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?\*Yes/No |
| (d) | Has your organisation within the last twelve months successfully met the assessment requirements of a registered member of the Safety Schemes in Procurement (SSIP) forum? If ‘Yes’, please provide details and evidence of accreditation.Note: If you have answered “Yes” and have provided details and evidence of accreditation, do not complete the remainder of this questionnaire\*Yes/No |
| (e) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result. GMCA will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to GMCA’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches\*Yes/No |
| (f) | Does your organisation have a written Health and Safety Policy that complies with current legislative requirements?Note: If you employ less than five people you are not legally required to have a written health and safety policy. However in order to satisfy GMCA that you have arrangements in place to manage health and safety you should either have a written health and safety policy or complete the HSE’s Health and Safety Policy Template which can be found in INDG449 (Health and Safety Made Simple) <http://www.hse.gov.uk/pubns/indg449.pdf>\*Yes/No |
| (g) | Do you have access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations?\*Yes/No |
| (h) | Do you have arrangements in place for accident reporting and investigation, including RIDDOR reportable incidents? Please provide the total number of accidents, including RIDDOR reportable, within the last 3 years?

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| --- | --- | --- |
| Financial Year | Non-RIDDOR reportable | RIDDOR reportable |
| Year 1 (current financial year) |  |  |
| Year 2 |  |  |
| Year 3 |  |  |

 |
| (i) | Do you have arrangements in place for carrying out risk assessments leading to a safe system of work relevant to the service or work for which you are applying?\*Yes/No |
| (j) | Do you have a programme of health and safety training for your workforce to ensure they are competent to carry out their duties, including refresher training?\*Yes/No |
| (k) | Do you have arrangements in place for consulting your workforce on health, safety and welfare issues?\*Yes/No |
| (l) | Do you have arrangements in place for monitoring and reviewing your health and safety performance?\*Yes/No |
| (m) | If you use sub-contractors, do you have arrangements in place for appointing competent sub-contractors and for monitoring their health and safety performance? \*Yes/No |
| (n) | Do you have management arrangements in place to ensure that you comply with all areas of health and safety legislation and best practice relevant to your business?\*Yes/No |

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| 7.3 | Safeguarding |
| (a) | Please self-certify that your organisation has appropriate Safeguarding Policies and Procedures in place, If you work with children (under 18s), please self-certify that you have a Child Safeguarding Policy \*Yes/NoIf you work with adults (over 18s), please self-certify that you have a Safeguarding Vulnerable Adults Policy\*Yes/NoPlease provide a copy of your safeguarding policy/ies (Please confirm yes or no that you have included your policy with your submission.\*Yes/No |
| (b) | Does your organisation ensure all checks with the Independent Safeguarding Authority (ISA) are undertaken on staff prior to working directly with vulnerable people?\*Yes/No |
| (c) | Do you ensure all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff (where appropriate for their role, e.g. has access to any personal data)) undertakes a DBS (Disclosure and Barring Service) check and checks with the Independent Safeguarding Authority (ISA) prior to working for your organisation.\*Yes/No |
| (d) | How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members?\_\_\_\_\_\_\_\_\_\_\_ |
| (e) | Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members\*Yes/No |
| (f) | Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts?\*Yes/No |
| (g) | 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?\*Yes/No |
|  | If “Yes” please provide details. |
| (h) | In the last three years, has your organisation been the subject of formal investigation under the Criminal Justice and Court Services Act? |
|  | If “Yes” please provide details. |
| 7.4 | Business Continuity |
|  | As part of the contract implementation, bidders will be asked to supply details of how business continuity arrangements will be implemented and how these requirements will be covered. As part of the contract, GMCA expects bidders to:* Provide robust Business Continuity Plans and Disaster Recovery arrangements for all services
* Provide GMCA with sufficient evidence to demonstrate these are in place
* Regularly test all contingency arrangements, providing relevant evidence and outcomes of tests to GMCA via Programme Office
* Immediately notify GMCA in the event of a business continuity incident or a significant disaster

Business Continuity Plans attached?\*Yes / No \*please delete above as appropriate |

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| 7.5 | Environment |
|  | Suppliers who self-certify that they meet the requirements to the following questions will be required to provide evidence of this if they are successful at contract award stage. |
| (a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The authority will not select Applicant (s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.\*Yes/No |
| (b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?\*Yes/No |

The questions in Section 8 are for information only.

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| Section 8  | Living Wage Foundation – for information only |
| 8.1 | Is your organisation accredited as a Living Wage Employer with the Living Wage Foundation?<https://www.livingwage.org.uk/> | Yes/No |
| 8.2 | Do you pay all direct employees aged 18 or over an hourly rate equal to or higher than the LWFR? | Yes/No |
| 8.3 | Do you provide all direct employees aged 18 or over with employment conditions that meet the Real Living Hours standard as set out below? * Decent notice periods for shifts: of at least 4 weeks’ notice, with guaranteed payment if shifts are cancelled within this notice period
* The right to a contract that reflects accurate hours worked
* A guaranteed minimum of 16 hours a week (unless the worker requests otherwise)

<https://www.livingwage.org.uk/living-hours> | Yes/No |
| 8.4 | If your answer to Q2 or Q3 is No, please confirm:* is your organisation is actively working towards paying all employees the LWFR?
* is your organisation is actively working towards Real Living Hours employment conditions all employees?
* the total number of staff in your organisation
* the total number of staff in your organisation that you currently pay the LWFR or above:
 | Yes/NoYes/No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | GM Good Employment Charter – for information only |
| 8.5 | Are you signed up as a member or supporter of the GM Good Employment Charter:* Member
* Supporter
* Neither

<https://www.gmgoodemploymentcharter.co.uk/> | Yes/NoYes/NoYes/No |

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|  | Carbon Reduction Plan - for Information only |
| 8.6 | Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the reporting standard detailed below:[Microsoft Word - PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf) | Yes/No |
| Provide a link or embed your most recently published Carbon Reduction Plan here: |
| If No – Please confirm if you intend or are working towards a Carbon Reduction Plan  |
| 8.7 | Please confirm that your organisation is taking steps to reduce your Green House Gas Emissions over time and is publicly committed to achieving Net Zero by 2050 and/or Greater Manchester’s Carbon Neutral ambition by 2038. [5-year-plan-branded\_3.pdf (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/media/1986/5-year-plan-branded_3.pdf) | Yes/No |
| 8.8 | Please confirm your Organisational Carbon Footprint by completing and attaching your results from the below:[SME Carbon Footprint Calculator | The Carbon Trust](https://www.carbontrust.com/resources/sme-carbon-footprint-calculator) | Embed Results here: x |

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| 9.0 | Equality and Diversity |
|  | The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it’s unlawful to treat someone.The Service should have simple, streamlined access routes and communications which may need to vary to meet the needs of all participants. Provision must be flexible and be available at appropriate times and locations so as not to increase absence from work, and to secure maximum engagement.Equality and Diversity Policy attached?\*Yes / No \*please delete above as appropriateDoes your company/organisation have a Diversity and Inclusion strategy?\*Yes / No \*please delete above as appropriateIf yes, please provide a copy |
| 9.1 | LegislationPlease confirm that you understand and comply with the following legislation / Codes*.* |
| A | The Equality Act 2006 | YES/NO |
| B | The Race Relations Regulations 2003 (as amended) | YES/NO |
| C | The Statutory Code of Practice on Racial Equality in Employment 2006 | YES/NO |
| D | The Employment Equality (Sexual Discrimination) Regulations 2005 | YES/NO |
| E | The Equality Act 2010 | YES/NO |
| F | Human Rights Act 1998 (UK) | YES/NO |
| G | Gender Recognition Act 2004 (UK) | YES/NO |

Evaluation Questions

This section will be evaluated on the basis of the most economically advantageous offer to the GMCA.

The evaluation criteria, and the associated weightings, which will be utilised in the technical assessment are:

|  |  |  |
| --- | --- | --- |
| Question ref | Question Detail | % weighting |
| 3.1 | Describe the approach your organisation would take to delivering this project | 25% |
| 3.2 | Describe your organisations experience of delivering: 1. 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.
2. Family support, which is aligned to the Strengthening Families, Strengthening Communities (SFSC) approach.
 | 20% |
| 3.3 | 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 | 10% |
| 3.4 | Ability to Meet the Requirements | 15% |
| 3.5 | Social Value | 10% |
| 3.6  | Information Governance  | 5% |

Please do not copy large documents from websites or use overly complex documents – these will not be evaluated. No appendices or attachments will be reviewed or marked unless specifically allowed for in the question instructions. All attachments should include the question number in the file name.

## 3.1 Describe the approach your organisation would take to delivering this project – 25%

|  |
| --- |
| RESPONSE |

Maximum Points Available 5

Maximum word count = 1000 words

## 3.2 Describe your organisations experience of delivering:

1. 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.
2. Family support, which is aligned to the Strengthening Families, Strengthening Communities (SFSC) approach. – 20%
* What has informed the development of your service delivery model
* What you identify as the main challenges of your proposed delivery model and how you intend to overcome them.

|  |
| --- |
| RESPONSE |

Maximum Points Available 5

Maximum word count = 1000 words

## 3.3 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- 10%

* What you identify as the main challenges of your proposed delivery model and how you intend to overcome them.

|  |
| --- |
| RESPONSE |

Maximum Points Available 5

Maximum word count = 500 words

## 3.4 Ability to meet requirements - 15%

* What you identify as the main challenges of your proposed delivery model and how you intend to overcome them.

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| --- |
| RESPONSE |

Maximum Points Available 5

Maximum word count = 500 words

## 3.5 Social Value - 10%

* What you identify as the main challenges of your proposed delivery model and how you intend to overcome them.

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| RESPONSE |

Maximum Points Available 5

Maximum word count = 500 words

## Information Governance – 5%

1. Describe how your organisation will meet contractual data protection requirements as well as recognised industry security standards and for preserving the confidentiality, integrity and availability of personal information. Describe the high level governance controls (including assignment of responsibilities at Board level). As well as the physical, personnel, procedural and technical controls embedded within your organisation (including the equivalent controls placed on any external ICT system host/supplier). Ensuring you evidence your organisation's relevant policies and procedures and processes for evaluating compliance.

Your response should include (but not limited to) aspects associated with the headings listed below:

* information risk management regime
* secure system configuration and network security
* system assurance and monitoring
* Sub-Contractor selection and evidencing data protection compliance
* pre employment screening checks/vetting
* verifying user identity and user access privileges
* user induction, education and awareness and frequency
* rules governing acceptable use of information assets
* retention, storage and destruction
* secure transmission of personal data on paper or electronically
* removable media controls
* home and mobile working
* protocols governing the protection and disclosure of personal information
* incident management
* malware prevention
* business continuity management
* In which country or countries will the data be processed

Notes: Bidders may provide the relevant policies to support their response and therefore only provide a summary of their overall approach. Bidders MUST highlight the relevant sections applicable to the headings above.

The inclusion of policies and the relevant sections will not count towards your word count.

Word count: 750 words

1. i) Does your organisation (and/or ICT host/supplier) comply with the requirements of the Cyber Essentials Scheme or any other relevant accreditations or certifications relating to ICT systems used in the delivery of your service? Please state which accreditations or certifications are held.

ii) Please confirm that you are willing and able to update all relevant privacy notices for the purposes of this contract.

Notes: Bidders should supply a copy of the current accreditation.

Word count: 300

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| RESPONSE |

 Maximum Points Available 5

# 5. – Supporting Documents

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| --- |
| Please detail any supporting documentation provided with the Tender response. Each document MUST clearly reference the question it related to. |
| Question Number | Details of Document Attached |
|  |  |
|  |  |
|  |  |

1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)