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**INVITATION TO TENDER**

**PART 1 – GUIDANCE DOCUMENT**

**For the provision of a contract to provide:**

**Evaluation and Research, Greater Manchester Violence Reduction Unit**

**Contract Ref: DN618048 (GMCA526)**

Closing Time & Date: 12:00 on 20th July 2022

Contract Duration: 30 months

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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.

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 |
| Dispatch of ITT | 20/06/22 |
| Deadline for receipt Clarification questions  | 16:00 on 13/07/22 |
| Closing Date and Time for receipt of bids | 12:00 on 20/07/22 |
| Inform successful suppliers of interview details | 25/07/22 |
| Interviews | w/c 01/08/22 |
| Finalise evaluation and scores | 05/08/22 |
| Internal Sign off | 12/08/22 |
| Issue intent to award and 10 day standstill period begins | 22/08/22 |
| 10 day standstill period ends | 02/09/22 |
| Issue final contract award letter to successful Tenderer | 05/09/22 |
| Service commencement | 03/10/22 |

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.

**Site Visits -** We reserve the right to conduct a site visit as part of the evaluation process.

**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.

1. **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 Response or incomplete response  | Please outline what Business Continuity arrangements that will be in place to ensure consistency of supply, likely to be impacted by (but not limited to):o Natural disastero Loss of information technologyo Global pandemicso Adverse weather conditionso Industrial disputes/staffing shortageso Receivershipo Loss of premisesFailure to provide evidence of policies as requested could constitute a fail and the rejection of you bid |
| **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 to the GMCA. The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:

This procurement exercise has a maximum budget of £780,000, whilst we have no flexibility in increasing this budget, we are very interested in prospective providers detailing what they would be able to deliver within the budget limit. As such, the scorings for the evaluation assessment are very heavily weighted toward technical capacity and ability rather than pricing. Please explain what your organisation can deliver for this budget.

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

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Comment** |
| **Technical Capacity**(sub-weightings – full details of requirements for each sub-sections can be found below)* Understanding the Tasks Required – 20%
* Ability to Meet the Requirements – 25%
* Delivery Methodology for the Overall Project – 20%
* Social Value – 10%
* Data Protection - 10%
 | **85% weighting** | 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.  |
| **Finance/Price** | **5% weighting** | Prices should be fixed for 2.5 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.  |
| **Interviews**  | **10%****weighting** | Following the initial desktop technical capacity and finance evaluation, bidders may be invited to interview. |

|  |
| --- |
| **Technical Capacity (85%)** |
| **Quality Area** | **Evaluation Criteria** | **(%) Weighting** |
| **Understanding the Tasks Required** | * Please provide your understanding of the Customer requirement
* Please outline your knowledge and experience of the current serious violence research and policy landscape, both at a Greater Manchester level and a national level
 | 20% |
| **Ability to Meet the Requirements** | * Please confirm that you can meet all requirements within the required timescales
* 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
 | 25% |
| **Delivery Methodology for the Overall Project** | * Please detail your proposed approach to deliver this project. Include how you would deliver:
* Rapid Evidence Assessments
* Development of a support / training package about monitoring and evaluation for partners including the statutory and VCSE sectors
* A pilot project which matches data from multiple agencies to inform our understanding of serious violence
* What methodology you would apply for the following:

Undertaking a process and impact evaluation of an intervention programme working with the family members of young people involved in violence, delivered across five wards in a single Greater Manchester borough* Please provide details of your delivery assurance processes
 | 20% |
| **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% |
| **Data Protection** | Applicants must demonstrate their adherence to relevant data protection legislation (including UK GDPR) and their commitment to meeting information governance controls and assurance around the proper use, management, sharing and storage of data.If any of your IT services are outsourced, please confirm that your supplier has these in place where applicable. At preferred supplier stage you will be expected to provide copies/evidence relevant poli-cy documents 1. Describe how your organisation will meet contractual data protection re-quirements as well as recognised industry security standards and for preserving the confidentiality, integrity and availability of personal infor-mation. Describe the high level governance controls (including assign-ment of responsibilities at Board level). As well as the physical, person-nel, procedural and technical controls embedded within your organisa-tion (including the equivalent controls placed on any external ICT sys-tem 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

2 Is your organisation:Solely based in the UK. YES/NOA subsidiary of an organisation based outside of the UK. YES/NOExporting any personal data outside of the UK? YES/NOPlease indicate countries where personal data are transferred to if outside the UK Maximum points 5 Maximum words 500 | 10% |

**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.

# 2. Section Two – Background/Overview

## 2.1 The Project

The Greater Manchester Violence Reduction Unit (VRU) was created in 2019 utilising Home Office funding. The VRU has established a multi-agency, public health approach to understanding, tackling and reducing violence. Partners include:

* + - Greater Manchester Police
		- Greater Manchester Combined Authority
		- National Probation Service
		- GM Youth Justice Service providers
		- Education providers
		- NHS Greater Manchester Integrated Care
		- Public Health Partners
		- The Home Office
		- Academic Institutions
		- Voluntary, Community and Social Enterprise Partners

In addition, the VRU benefits from a Data and Evaluation Lead, a Victims Lead and a Community-Led approaches Coordinator.

A key aspect of the Violence Reduction Unit is supporting the development and growth of the evidence base regarding ‘what works’ to tackle serious and youth violence to contribute to the local and national understanding.

An element of developing this evidence base is facilitated by funding from the Home Office to Police forces, known as ‘Grip Funding’. This funding stream allows police to trial innovateive methods to mitigate, and suppress violence. Monitoring data generated from this activity in order to evaluate effectivness of interventions is a function of the VRU.

The VRU has undertaken a comprehensive strategic needs assessment to develop a Greater Manchester wide, multi-agency focused action plan, which must be maintained and updated annually. Delivery against the action plan is achieved through multiple VRU funded projects delivered through four workstreams (Criminal Justice, Education, Health and Wellbeing and Communities) which comprise the whole programme of work. A Research and Evaluation Steering Group oversees all of the research work across the VRU including the prioritisation, monitoring and managing of outputs related to the successful provider of this specification, which the provider will contribute to and report into.

The VRU is seeking a research and evaluation partner to build on the work of the VRU over the past three years across all workstreams, delivering high quality evaluation of selected projects; this includes the completion of a number of evaluations of projects which have been running for some time. In addition, the provider will support in the ongoing overarching monitoring and evaluation of the VRU itself, developing and enhancing products to support this.

## 2.2 Scope of the Project:

The provider will provide research, evaluation and consultancy services to enable the VRU to effectively measure success and impact.

The provider should ensure a regular presence in the VRU, including attendance at relevant team meetings, as well as delivery workstream meetings and Research and Evaluation Steering Group meetings. Within the VRU, the provider will assist in the monitoring and evaluation of the whole work programme. Identification and prioritisation of the themes and outputs required will be determined in partnership with the provider, based on the requirements as set out in this specification.

The provider will work closely with workstream leads and commissioned providers to implement and deliver robust evaluation, and provide an advisory role around research, monitoring and small level evaluations more generally. They will also remain abreast of current research and evidence related to serious violence to maintain a relevant approach.

## 2.3 Detailed Requirements:

The successful provider will be required to complete a number of evaluations that are currently in process as well as develop the evaluation framework for new programmes of work which are commissed by the VRU over the coming three years. These evaluations are / will be a combination of:

* Process / implementation evaluations
* Impact evaluations
* Economic evaluations

And will consist of both quantative and qualitative methodologies. Alongside this, we require a provider who can support with the development of:

* A number of analytical products and tools to enabled the operational use of data around demand and the nature of serious violence in Greater Manchester to ensure that we are targetting our interventions at the right cohorts and to ensure that we are up-to-date with the changing profile of serious violence in Greater Manchester.
* An evaluation training and support package to enable stautory and VCSE sector partners to develop and conduct their own effective monitoring and evaluation

The provider will be required to work with a range of both primary and secondary data sources from different organisations to inform our understanding of success and serious violence. The provider and VRU management team will work collaboratively to design the scope of all pieces of work.

##  Key Performance Indicators (KPIs)

* A detailed workplan will be developed in collaboration with the successful provider, from which KPIs will be agreed. This will include the delivery of projects already underway and the development of new projects over the course of this contract term. This workplan will form the basis of contract management over the course of the contract. Monitoring of contract deliverables will be managed through the VRU. Quarterly reviews will take place with VRU management.
* The provider will be required to collaborate effectively with the partner organisations of the VRU as required.
* Operational reporting through the VRU Research and Evaluation Steering Group as well as the other sub groups of the VRU as required.
* Quarterly progress reports and updates provided to VRU management outlining
* Where contract deliverables are net being achieved, the provider will work with the VRU to rectify.

## 2.5 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.

## 2.6 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.

**2.7 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>

**2.8 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.

**Data Protection Schedule**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Details** |
| 1 | Subject matter of the processing | *Data will be processed for the purposes of conducting process and impact evaluations on the Violence Reduction Unit and projects commissioned and operated by the Greater Manchester Violence Reduction Unit.*  |
| 2 | Duration of the processing | *The data will only be required to be shared for the duration of the contracted work.* *The contract expires on the project end date at which time the information will be reviewed.* |
| 3 | Nature and purposes of the processing | *The processing of personal data will be limited to contact information (names, addresses, telephone numbers) to be able to contact individuals involved with project delivery to arrange interview, where required for evaluation purposes. Aggregate data regarding engagement with projects will also be shared (number of people engaged, possibly gender, possibly age, case study example of outcomes that are non-identifiable). Data will be used to inform reports and presentations.**The purpose of the processing is the fulfillment of the SPS Providers obligations arising under the Work Order for the provision of specialist professional services and to ensure effective communication between the SPS Provider and the Authority.* |
| 4 | Type of Personal Data | *For the purposes of the contract, the Authority will disclose the following information directly to the SPS Provider: ​**Contact details for individuals concerned with the management of the Work Order​**Contact details for individuals concerned with specific projects under the Work Order​**(Name, email address, postal address, telephone number) ​**Some recipient contact information, including name and contact information (email or telephone number) may be required for evaluation purposes, but this will be determined based on the nature of the evaluations being undertaken.*  |
| 5 | Categories of Data Subject | *Personal data relating to employees of provider organisations delivering projects subject to evaluation.**Employees of partner organisations involved in the delivery and benefits achieved through the projects may also be included, as required.*  |
| 6 | Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *The SPS Provider agrees that all data supplied will be retained no longer that is necessary after the expiry or termination of the Work Order and shall be destroyed as soon as practicable.* |

**2.6 Mayoral Priorities**

The Greater Manchester Serious Violence Action Plan[[1]](#footnote-1) was refreshed in 2020, evidence and impact is at the heart of everything that we are trying to achieve in the VRU. Our Plan on a Page which highlights our key priorities can be seen below.



# 3. Section Three – Requirements / Specification

**3.1 Specification**

The contract will run for a period of 30 months and will be split into the following payment structure:

Year 1 – contract start – end Mar 23 - £180,000

Year 2 – Apr 23 – Mar 24 – £300,000

Year 3 – Apr 24 – Mar 25 - £300,000

**Total contract value - £780,000**

The provider will allocate dedicated staff to deliver consultancy and research support to the VRU, this will include a mobilisation and handover process with the current provider. The provider is required to submit a proposed staffing structure with their bid. The successful provider will be required to submit the following outputs in the form of reports, presentations and other formats as and when required by the Violence Reduction Unit. All work will be based on prioritisation determined through the Research and Evaluation Steering Group in partnership with the provider and we will work with the provider to set a full work programme and related timescales. Alongside the information detailed in Section 2, the key products and outputs required will be:

* National and international comparison reports
* Supporting programme returns and reports to the Home Office and involvement in Government mandated evaluation (quarterly and annual reports)
* Contributing to the production of the serious violence strategic needs assessment (annual requirement)
* Up to three Rapid Evidence Assessments (number and themes to be determined in partnership with provider)
* Through the Research and Evaluation Steering identify and deliver impact and process evaluations of VRU commissioned interventions, based on the logic model and theory of change – this will include the completion of evaluations that are already in progress.
* Directly working with service providers (both commissioned and non-commissioned), supporting them in developing logic models and appropriate data collection/evaluation tools.
* Advise and support in the appropriate collection and analysis of data across the work of the VRU.
* Development of a training / support package to enable statutory and VCSE sector partners to develop and conduct their own effective monitoring and evaluation
* Supporting with an audit of commissioned interventions at a Local Authority level to support developing evaluations around innovative and / or promising interventions that we may want to spread and scale across the city-region
* The provider will engage with and report into the Research and Evaluation Steering Group on a monthly basis, as well as attend other workstream and partnership meetings when required.
* The provider must be able to work in a multi-agency environment and be able to understand and balance competing organisational demands.
* The provider must be able to develop and maintain relationships with leads and managers delivering VRU funded interventions across Greater Manchester.
* The provider must be able to understand and utilise the VRU logic model to understand and capture impact.
* The provider must have an overview across all workstreams to ensure a full understanding of the VRU programme.
* The provider must be able to be responsive to the requirements of the VRU in evaluating and reporting on outputs, outcomes and impact.
* Have an understanding of the Violence Reduction policy framework (locally and nationally)
* Support upskilling of local projects and delivery partners to embed evaluative approaches in their work

**3.2 Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Description** | **Completion Trigger** | **Start****Date** | **End** **Date** |
| **Handover of evaluations currently in progress** | The VRU currently has several evaluations that have been developed but will not be completed at the start of this contract, therefore, a handover process will be required | Handover complete | September 22 | October 22 |
| **Identification and prioritisation of evaluation and rapid evidence assessment requirements** | Building on current knowledge and using available data to develop an evidence-based assessment of serious violence | 3 x rapid evidence assessments reports submitted | Contract award | March 23 |
| **Completed evaluations of projects** | Developing methodology and working with partners to effectively evaluate impact/process of project | Completed evaluation products | Contract award | Contract end |
| **Development of a training / support package for providers** | Development of a training / support package to enable statutory and VCSE sector partners to develop and conduct their own effective monitoring and evaluation | Development of training packageOngoing support package | TBC | March 22Contract end |

**3.3 Key Performance Indicators (KPIs)**

Monitoring of contract deliverables will be managed through the Violence Reduction Unit. Quarterly reviews will take place with VRU management.

* Operational reporting through the VRU Research and Evaluation workstream.
* Quarterly progress reports and updates provided to VRU management outlining
	+ Key workstream tasks, activity and deliverables
	+ Challenges and blockers
	+ Opportunities and enablers
	+ Good practice for dissemination

Where contract deliverables are net being achieved, the provider will work with the Violence Reduction Unit to rectify.

**3.4 Contract Management (measuring success and review)**

Contract management meetings will take place on a quarterly basis.

Ongoing management of work will be delivered through weekly partnership meetings and bi-monthly Research and evaluation Steering group meetings, which the provider will be expected to attend to provide regular updates.

# 4. Section Four - Conditions of Contract

Please refer to separate attachment at document reference:

**PLEASE SEE APPENDIX 1**

1. Greater Manchester Combined Authority (2020). *Greater Manchester Serious Violence Action Plan: Providing an Effective Response to Violence and its Causes.* Available at: https://www.greatermanchester-ca.gov.uk/media/4811/gm\_violence\_reduction\_plan\_final\_amends\_final\_accessible.pdf [↑](#footnote-ref-1)