#### Instructions for completion

A financial model must be completed on the basis of the contracted amount of 105 hours **CORE**, an *indicated* 295 Individual hours and 63 hours of Waking and Sleeping Nights.

The 295 individual hours and 63 Night hours are not a contractual offer, but to enable a comparitive evaluation of organisations costs

A completed example is shown below for your information to give organisations the opportunity to demonstrate their own costs (set up and revenue) for these services.

# **EXAMPLE** of Financial Model

	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION			
		ary & Wages		20.000	22.000				
	Salaries	55,000	180,000	38,000	32,000	Please detail any direct salary costs that will be incurred			
1						Please indicate posts and full time equivalents (FTE) Please indicate posts and full time equivalents (FTE) a this should correspond with the submitted structure chart.			
-	NI Contribution	13.000	42,000	8.000	5.200				
	Pension	6,000		4,500	1400				
	Sub-Total	74,000	,	50,500	38,600				
	Indirect Sa	lary & Wage							
	Management non-contact time	6,000							
		, , , , ,				Please detail any indirect salary costs that will be			
2						incurred, including local management provision, if			
	NI Contribution	1,000				required.			
	Pension	500							
	Sub-Total	7,500	0	0	0				
	Other St	aff Related C	osts						
						Please detail any other staff related costs that may be			
3						incurred, for example internal & external training,			
						recruitment.			
	Sub-Total	0	0	0	0				
		emises and Fa							
	utilites	1,000				Please detail any premises costs that may be incurred,			
4						for example rents, utilities, insurance and service			
					_	charges.			
	Sub-Total	1,000	0	0	0				
	Equipment, Tele	•		Please detail any equipment, telephone & I.T.					
5	mobiles	600 400				equipment costs that may be incurred, for example			
,	laptops vehicles / travel	250				specialist equipment, mobile phones, Freephone costs,			
	Sub-Total	1,250	0	0	0	I.T. equipment, database license and support costs.			
		lies & Service	-	·	•				
	PPE	2,500	1.000	1.000					
6	services	1,200	1,000	1,000		Please detail any supplies and services costs that may			
	Scrices	1,200	1,000	1,000		be incurred, for example purchase of materials.			
	Sub-Total	3,700	2,000	2,000	0				
	Any Central Man	agement Ove							
	head office management	3,000	2,000	800	800	Please provide a detailed breakdown of any central			
7	HR and payroll	2,000	1,500	800	800	management overhead charges that have been included.			
	Sub-Total	5,000	3,500	1,600	1,600				
	TOTAL	92,450	•	54,100	40,200				
			-,		.,	ı			
	Total Hours per week	105	295	63	63	]			
	Total Hours per annum	5460	15340	3276	3276	1			
	Familia I and Hannels Date	C1 C 02	C1C 20	C1.C F1	(12.27				

#### Notes:

The tendered price  $\underline{\boldsymbol{must}}$  include all costs required to provide the service.

Lines can be inserted / deleted as necessary.

**Equivalent Hourly Rate** 

If you insert or delete lines in the spreadsheet, please double check the formulae to ensure that everything is included.

£16.20

£16.51

£12.27

£16.93

#### Instructions for completion

A financial model must be completed on the basis of the contracted amount of 105 hours CORE, an indicative 295 Individual hours and 63hrs indicative night provision.

The 295 individual hours and 63 Night hours are not a contractual offer, but to enable a comparitive evaluation of organisations costs

A completed <u>example</u> is shown in the guidance, please note this gives organisations an opportunity to demonstrate their own costs (set up and revenue) for these services.

Please feel free to populate each of the lines with offered or added items.

# Lot 1: Ponsford

ı	FINANCIAL ELEMENT	CORE Hours	Individual Hours	Waking Night	Sleeping Night	NOTES ON COMPLETION			
1		£	£	£	£				
	Direc	t Salary 8	Wages Costs						
						Please detail any direct salary costs that will be incurred. Please indicate posts			
1						and full time equivalents (FTE). Please indicate posts and full time equivalents (FTE) and this should correspond with the submitted structure chart.			
						(i i L) and this should correspond with the submitted structure chart.			
	Sub-Total	0	0	0	0				
	Indire	ct Salary	& Wages Costs						
,						Please detail any indirect salary costs that will be incurred, including local			
ľ						management provision, if required.			
	Sub-Total	0	0	0	0				
	Oth	er Staff R	elated Costs						
3						Please detail any other staff related costs that may be incurred, for example			
1						internal & external training, recruitment.			
	Sub-Total	0	0	0	0	1			
	Costs o	of Premise	s and Facilities						
						Please detail any premises costs that may be incurred, for example rents, utilities,			
4						insurance and service charges.			
	Sub-Total	0	0	0	0				
$\vdash$		_	es & I.T. Equip	_					
					Please detail any equipment, telephone & I.T. equipment costs that may be				
5						incurred, for example specialist equipment, mobile phones, Freephone costs, I.T.			
						equipment, database license and support costs.			
_	Sub-Total	0	0	0	0				
1		supplies 8	2 Services						
6						Please detail any supplies and services costs that may be incurred, for example			
						purchase of materials.			
	Sub-Total	0	0	0	0				
1	Any Central I	Managem	ent Overhead (	Charge					
7						Please provide a detailed breakdown of any central management overhead			
Ľ						charges that have been included.			
1	Sub-Total	0	0	0	0				
_	TOTAL	0	0	0	0				
						1			
	Total Hours per week Total Hours per annum	105 5460	295 15340	63 3276	63 3276				
	Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00				
	Equivalent mourly kate	£0.00	£0.00	£0.00	£0.00				

### Instructions for completion

A financial model must be completed on the basis of the contracted amount of 105 hours CORE, an indicative 295 Individual hours and 63hrs indicative night provision.

The 295 individual hours and 63 Night hours are not a contractual offer, but to enable a comparitive evaluation of organisations costs

A completed <u>example</u> is shown in the guidance, please note this gives organisations an opportunity to demonstrate their own costs (set up and revenue) for these services.

Please feel free to populate each of the lines with offered or added items.

# Lot 2: The Paddocks

			Uniy	bidding for Lot 2		
	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION
	Direc	t Salary 8	k Wages Costs			
1						Please detail any direct salary costs that will be incurred. Please indicate posts and full time equivalents (FTE). Please indicate posts and full time equivalents (FTE) and this should correspond with the submitted structure chart.
	Sub-Total	0	0	0	0	
$\vdash$			& Wages Costs	0		
	indire	l Jaiai y	a wages costs			
2						Please detail any indirect salary costs that will be incurred, including local
1-						management provision, if required.
	Sub-Total	0	0	0	0	
	Oth	er Staff R	elated Costs			
3						Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
						internal & external training, recruitment.
	Sub-Total	0	0	0	0	
	Costs o	of Premise	es and Facilities			
						Please detail any premises costs that may be incurred, for example rents,
4						utilities, insurance and service charges.
_	Sub-Total	0	-	0	0	
	Equipment,	Telephor	es & I.T. Equip	N 1.11		
5						Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs,
ľ						I.T. equipment, database license and support costs.
	Sub-Total	0	0	0	0	1.1. equipment, database license and support costs.
$\vdash$			દ્ર Services	U		
	3	- hhijes c	~ Jei vices			
6						Please detail any supplies and services costs that may be incurred, for
						example purchase of materials.
	Sub-Total	0	0	0	0	
	Any Central N	Managem	ent Overhead (			
				Please provide a detailed breakdown of any central management overhead		
7						charges that have been included.
						charges that have been included.
L	Sub-Total	0	0	0	0	
	TOTAL	0	0	0	0	
	Total Hours per week	105	295	63	63	1
	Total Hours per week  Total Hours per annum	5460	15340	3276	3276	
	Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00	
	=quitaioni flourij fluto	~0.00	~0.00	~0.00	~0.00	1

### Instructions for completion

A financial model must be completed on the basis of the contracted amount of 105 hours CORE, an indicative 295 Individual hours and 63hrs indicative night provision.

The 295 individual hours and 63 Night hours are **not** a contractual offer, but to enable a comparitive evaluation of organisations costs

A completed **example** is shown in the guidance, please note this gives organisations an opportunity to demonstrate their own costs (set up and revenue) for these services. Please feel free to populate each of the lines with offered or added items.

### Lot 3: The Avenue

Ī	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night	NOTES ON COMPLETION
H	Direc	t Salary 8	k Wages Costs			
1						Please detail any direct salary costs that will be incurred. Please indicate posts and full time equivalents (FTE). Please indicate posts and full time equivalents (FTE) and this should correspond with the submitted structure chart.
	Sub-Total	0	0	0	0	
	Indire	t Salary	& Wages Costs			
2						Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Sub-Total	0	0	0	0	
-			elated Costs	Ů		
					I	
3						Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
						example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
	Costs o	f Premise	es and Facilities			
4						Please detail any premises costs that may be incurred, for example
4						rents, utilities, insurance and service charges.
	Sub-Total	0	0	0	0	-
$\vdash$		-	nes & I.T. Equip			
				Please detail any equipment, telephone & I.T. equipment costs that		
5						may be incurred, for example specialist equipment, mobile phones,
						Freephone costs, I.T. equipment, database license and support co
	Sub-Total	0	0	0	0	
	S	upplies 8	k Services			
6						Please detail any supplies and services costs that may be incurred, for
ľ						example purchase of materials.
	Sub-Total	0	0	0	0	
H			ent Overhead (			
						Discourage idea and state it address and state of a second state o
7						Please provide a detailed breakdown of any central management overhead charges that have been included.
1						_
	Sub-Total	0	0	0		
	TOTAL	0	0	0	0	
	Total Hours per week	105	295	63	63	1
	Total Hours per week	5460	15340	3276	3276	
	Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00	
	=quivalent floarly hate	20.00	20.00	20.00	20.00	

### Instructions for completion

A financial model must be completed on the basis of the contracted amount of 105 hours CORE, an indicative 295 Individual hours and 63hrs indicative night provision.

The 295 individual hours and 63 Night hours are **not** a contractual offer, but to enable a comparitive evaluation of organisations costs

A completed **example** is shown in the guidance, please note this gives organisations an opportunity to demonstrate their own costs (set up and revenue) for these services. Please feel free to populate each of the lines with offered or added items.

### Lot 4: Stoke-sub-Hamden - Mental Health

					t if you are bid	ullig for Lot 4			
	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION			
	Direc	t Salary 8	Wages Costs						
						Please detail any direct salary costs that will be incurred. Please indicate posts and full time equivalents (FTE). Please indicate posts			
1						and full time equivalents (FTE) and this should correspond with the submitted structure chart.			
	Sub-Total	0	0	0	0				
		-	& Wages Costs						
			a mages costs	1					
						Please detail any indirect salary costs that will be incurred, including			
2						local management provision, if required.			
	Sub-Total	0	0	0	0				
			elated Costs						
						Please detail any other staff related sects that may be incurred for			
3						Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.			
		_		0	0				
	Sub-Total	0	0 es and Facilities						
	Costs o	remise	es and racilities		ı				
4						Please detail any premises costs that may be incurred, for example			
						rents, utilities, insurance and service charges.			
	Sub-Total	0	0	0	0				
	Equipment,	Telephon	es & I.T. Equip						
5						Please detail any equipment, telephone & I.T. equipment costs may be incurred, for example specialist equipment, mobile pho			
,						Freephone costs, I.T. equipment, database license and support co			
	Sub-Total	0	0	0	0				
	9	Supplies 8	k Services						
						Please detail any supplies and services costs that may be incurred, for			
6						example purchase of materials.			
	Sub-Total	0	0	0	0				
			ent Overhead (						
	7, delitiui i			90					
7						Please provide a detailed breakdown of any central management overhead charges that have been included.			
	Sub-Total	0	0	0					
	TOTAL	0	0	0	0	]			
	Total Hours per week	105	295	63	63	1			
	Total Hours per annum	5460	15340	3276	3276	1			
	Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00	1			
,						4			