

Part D - Financial Model

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 comparative 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
1	Direct Salary & Wages Costs					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.
	Salaries	55,000	180,000	38,000	32,000	
	NI Contribution	13,000	42,000	8,000	5,200	
	Pension	6,000	21,000	4,500	1400	
	Sub-Total	74,000	243,000	50,500	38,600	
2	Indirect Salary & Wages Costs					Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Management non-contact time	6,000				
	NI Contribution	1,000				
	Pension	500				
	Sub-Total	7,500	0	0	0	
3	Other Staff Related Costs					Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
4	Costs of Premises and Facilities					Please detail any premises costs that may be incurred, for example rents, utilities, insurance and service charges.
	utilities	1,000				
	Sub-Total	1,000	0	0	0	
5	Equipment, Telephones & I.T. Equipment					Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs, I.T. equipment, database license and support costs.
	mobiles	600				
	laptops	400				
	vehicles / travel	250				
	Sub-Total	1,250	0	0	0	
6	Supplies & Services					Please detail any supplies and services costs that may be incurred, for example purchase of materials.
	PPE	2,500	1,000	1,000		
	services	1,200	1,000	1,000		
	Sub-Total	3,700	2,000	2,000	0	
7	Any Central Management Overhead Charge					Please provide a detailed breakdown of any central management overhead charges that have been included.
	head office management	3,000	2,000	800	800	
	HR and payroll	2,000	1,500	800	800	
	Sub-Total	5,000	3,500	1,600	1,600	
	TOTAL	92,450	248,500	54,100	40,200	

Total Hours per week	105	295	63	63
Total Hours per annum	5460	15340	3276	3276
Equivalent Hourly Rate	£16.93	£16.20	£16.51	£12.27

Notes:

The tendered price **must** include all costs required to provide the service.

Lines can be inserted / deleted as necessary.

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

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

Lot 1: Ponsford

Only complete this sheet if you are bidding for Lot 1

	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION
1	Direct Salary & Wages Costs					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	
2	Indirect Salary & Wages Costs					Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Sub-Total	0	0	0	0	
3	Other Staff Related Costs					Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
4	Costs of Premises and Facilities					Please detail any premises costs that may be incurred, for example rents, utilities, insurance and service charges.
	Sub-Total	0	0	0	0	
5	Equipment, Telephones & I.T. Equipment					Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs, I.T. equipment, database license and support costs.
	Sub-Total	0	0	0	0	
6	Supplies & Services					Please detail any supplies and services costs that may be incurred, for example purchase of materials.
	Sub-Total	0	0	0	0	
7	Any Central Management Overhead Charge					Please provide a detailed breakdown of any central management overhead charges that have been included.
	Sub-Total	0	0	0	0	
	TOTAL	0	0	0	0	

Total Hours per week	105	295	63	63
Total Hours per annum	5460	15340	3276	3276
Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00

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Lot 2: The Paddocks

Only complete this sheet if you are bidding for Lot 2

	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION
1	Direct Salary & Wages Costs					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	
2	Indirect Salary & Wages Costs					Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Sub-Total	0	0	0	0	
3	Other Staff Related Costs					Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
4	Costs of Premises and Facilities					Please detail any premises costs that may be incurred, for example rents, utilities, insurance and service charges.
	Sub-Total	0	0	0	0	
5	Equipment, Telephones & I.T. Equipment					Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs, I.T. equipment, database license and support costs.
	Sub-Total	0	0	0	0	
6	Supplies & Services					Please detail any supplies and services costs that may be incurred, for example purchase of materials.
	Sub-Total	0	0	0	0	
7	Any Central Management Overhead Charge					Please provide a detailed breakdown of any central management overhead charges that have been included.
	Sub-Total	0	0	0	0	
TOTAL		0	0	0	0	

Total Hours per week	105	295	63	63
Total Hours per annum	5460	15340	3276	3276
Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00

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Lot 3: The Avenue

Only complete this sheet if you are bidding for Lot 3

	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION
1	Direct Salary & Wages Costs					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	
2	Indirect Salary & Wages Costs					Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Sub-Total	0	0	0	0	
3	Other Staff Related Costs					Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
4	Costs of Premises and Facilities					Please detail any premises costs that may be incurred, for example rents, utilities, insurance and service charges.
	Sub-Total	0	0	0	0	
5	Equipment, Telephones & I.T. Equipment					Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs, I.T. equipment, database license and support costs.
	Sub-Total	0	0	0	0	
6	Supplies & Services					Please detail any supplies and services costs that may be incurred, for example purchase of materials.
	Sub-Total	0	0	0	0	
7	Any Central Management Overhead Charge					Please provide a detailed breakdown of any central management overhead charges that have been included.
	Sub-Total	0	0	0	0	
	TOTAL	0	0	0	0	

Total Hours per week	105	295	63	63
Total Hours per annum	5460	15340	3276	3276
Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00

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Lot 4: Stoke-sub-Hamden - Mental Health

Only complete this sheet if you are bidding for Lot 4

	FINANCIAL ELEMENT	CORE Hours £	Individual Hours £	Waking Night £	Sleeping Night £	NOTES ON COMPLETION
1	Direct Salary & Wages Costs					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	
2	Indirect Salary & Wages Costs					Please detail any indirect salary costs that will be incurred, including local management provision, if required.
	Sub-Total	0	0	0	0	
3	Other Staff Related Costs					Please detail any other staff related costs that may be incurred, for example internal & external training, recruitment.
	Sub-Total	0	0	0	0	
4	Costs of Premises and Facilities					Please detail any premises costs that may be incurred, for example rents, utilities, insurance and service charges.
	Sub-Total	0	0	0	0	
5	Equipment, Telephones & I.T. Equipment					Please detail any equipment, telephone & I.T. equipment costs that may be incurred, for example specialist equipment, mobile phones, Freephone costs, I.T. equipment, database license and support costs.
	Sub-Total	0	0	0	0	
6	Supplies & Services					Please detail any supplies and services costs that may be incurred, for example purchase of materials.
	Sub-Total	0	0	0	0	
7	Any Central Management Overhead Charge					Please provide a detailed breakdown of any central management overhead charges that have been included.
	Sub-Total	0	0	0	0	
	TOTAL	0	0	0	0	

Total Hours per week	105	295	63	63
Total Hours per annum	5460	15340	3276	3276
Equivalent Hourly Rate	£0.00	£0.00	£0.00	£0.00