

TORBAY COUNCIL

Part 6 Award Questionnaire

Contract Reference

TTDA0223

Contract Title

**UK Shared Prosperity Fund
Communities & Place
And
Business & Enterprise**

Maximum Period of Contract

All Lots 27 Months

Return Date

Thursday 16 February 2023

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two – Award

A Project Information

Please Note

All Applicants are required to complete this section. Where a requirement is not applicable to the Lot(s) you are applying for please answer N/A.

Where an Applicant is applying for more than one Lot they must submit a separate response in respect of each Lot.

Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must answer all of the questions.

A1 Lot 1 - E13: Community measures to reduce the cost of living

A1.1	Project name	
A1.2	Brief project description	
A1.3	Lead Applicant	
A1.4	Delivery partner(s), <i>if applicable</i>	
A1.5	Type of Applicant, <i>please select any of the following which apply</i>	
	Charity <input type="checkbox"/>	Sheltered Workshop <input type="checkbox"/>

	Private Sector <input type="checkbox"/> Small, Medium or Micro Enterprise (SME) ¹ <input type="checkbox"/> Public Sector <input type="checkbox"/> Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/> Public Service Mutual <input type="checkbox"/>
A1.6	Will the project be delivered within the Torbay local authority boundary? Choose an item.
A1.7	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i> Choose an item.
A1.8	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>
A1.9	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>
A1.10	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>

A2 Lot 2 - E20: R&D grants supporting innovation, product and service development / E23: Strengthening local entrepreneurial systems

A1.11	Project name
A1.12	Brief project description
A1.13	Lead Applicant
A1.14	Delivery partner(s), <i>if applicable</i>
A1.15	Type of Applicant, <i>please select any of the following which apply</i>
	Charity <input type="checkbox"/> Sheltered Workshop <input type="checkbox"/> Private Sector <input type="checkbox"/> Small, Medium or Micro Enterprise (SME) ² <input type="checkbox"/> Public Sector <input type="checkbox"/> Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/> Public Service Mutual <input type="checkbox"/>

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

² See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

A1.16	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
A1.17	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
A1.18	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
A1.19	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
A1.20	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

A3 Lot 3 - E29: Supporting decarbonisation and improving the natural environment

A1.21	Project name	
A1.22	Brief project description	
A1.23	Lead Applicant	
A1.24	Delivery partner(s), <i>if applicable</i>	
A1.25	Type of Applicant, <i>please select any of the following which apply</i>	
	Charity <input type="checkbox"/>	Sheltered Workshop <input type="checkbox"/>
	Private Sector <input type="checkbox"/>	Small, Medium or Micro Enterprise (SME) ³ <input type="checkbox"/>
	Public Sector <input type="checkbox"/>	Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/>
	Public Service Mutual <input type="checkbox"/>	
A1.26	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
A1.27	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.

³ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

A1.28	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
A1.29	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
A1.30	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

Stage Two – Award

B Method Statements

Applicants are required to submit Method Statement. Responses should be entered into the relevant response text boxes which can be found at the end of each set of questions.

Responses should:

- be drafted in a way that enables them to form part of the Contract;
- contain sufficient detail to demonstrate you meet the core requirements set out in the Specification;
- relevant to the question;
- where applicable meet any word or page limits set – Applicants should note the evaluation of responses will not go beyond the word or page limit;
- only include supporting information where this is permitted – Applicants should note that supporting information must be clearly named, identifiable and referenced in the question to which it relates.

Applicants are required to complete the sections relevant only to the Lot(s) for which they are applying.

Where an Applicant is applying for more than one Lot they must submit a separate response in respect of each Lot.

Minimum requirements and evaluation criteria are included within each question.

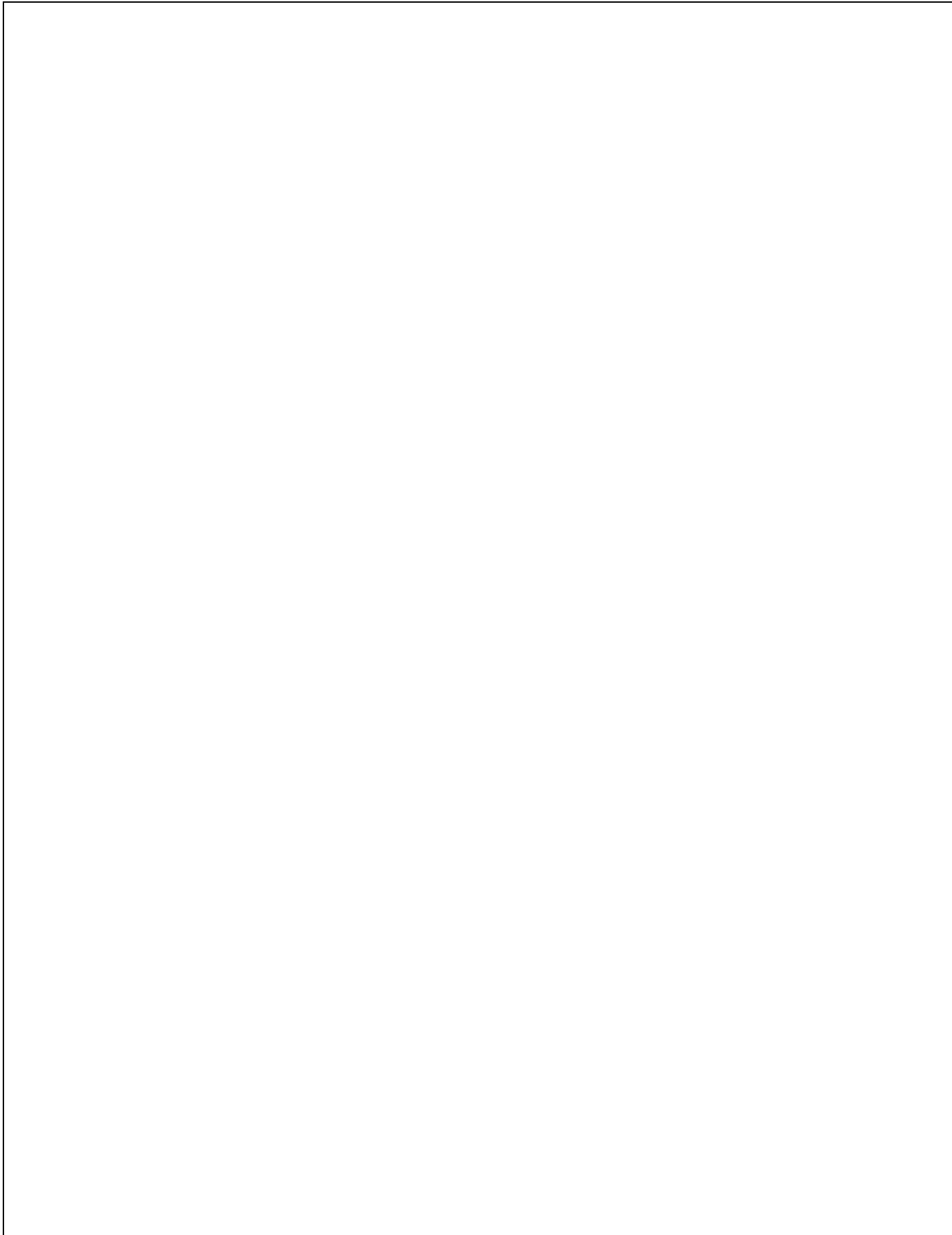
B1 Lot 1 - E13: Community measures to reduce the cost of living

Method Statement Number	Method Statement	% Score
B1.1	<p>Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ul style="list-style-type: none"> a) Fully describe your project and your approach to delivery, including clearly setting out the project deliverables; b) Evidence of local need and/or demand for the project and how the project aligns to Torbay’s Economic Growth Strategy 2022-2030; c) Your methodology for achieving the project outputs and outcomes; d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); e) Details of any experience you have of delivering similar projects; f) Your approach to monitoring and evaluation of the project outputs and outcomes; g) Please provide details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. 	<p>60.00%</p>
	<p>Minimum Requirement: The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • What your project will do and how it will be delivered; • Alignment to Torbay’s Economic Growth Strategy 2022-2030; • There is a genuine need for what you are proposing to do; • Your project is capable of delivering the required outputs and outcomes within the timescales; • You have the organisational capacity and experience necessary to successfully deliver the project; • You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; 	

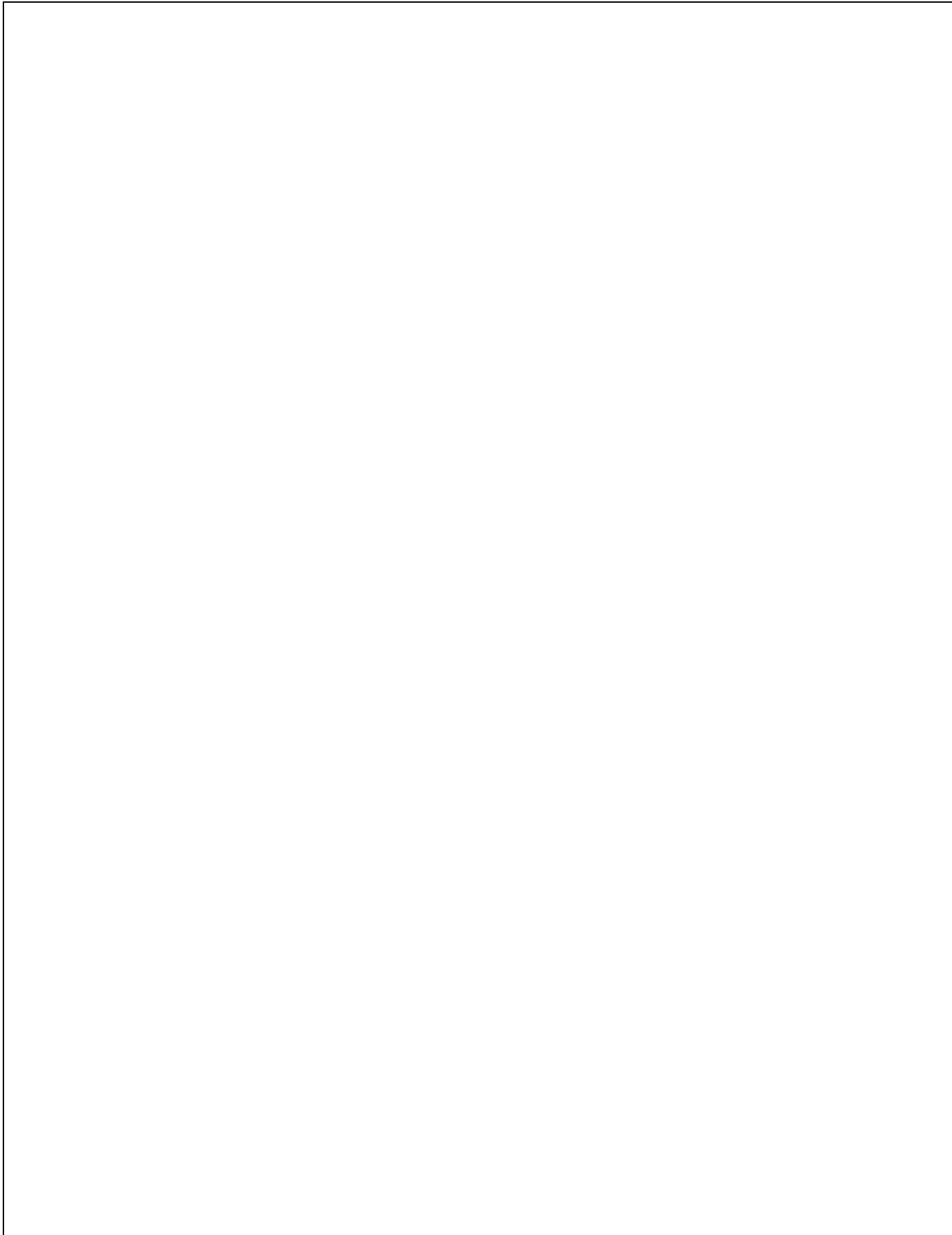
	<ul style="list-style-type: none"> You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> Project implementation plan Project delivery plan Case studies (maximum 2) CVs for key staff Risk and issues log
<p>B1.2</p>	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <ol style="list-style-type: none"> How will you address subsidy control? Complying with the UK's international obligations on subsidy control: guidance for public authorities - GOV.UK (www.gov.uk) How will you address the prevention of fraud? How will the project support environmental sustainability objectives? How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk) How will you comply with the UKSPF publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) <p style="text-align: right;">20.00%</p> <p>Minimum Requirement: That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <ul style="list-style-type: none"> Relevant organisational policies

<p>B1.3</p>	<p>Financial Management</p> <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p>	<p>20.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		

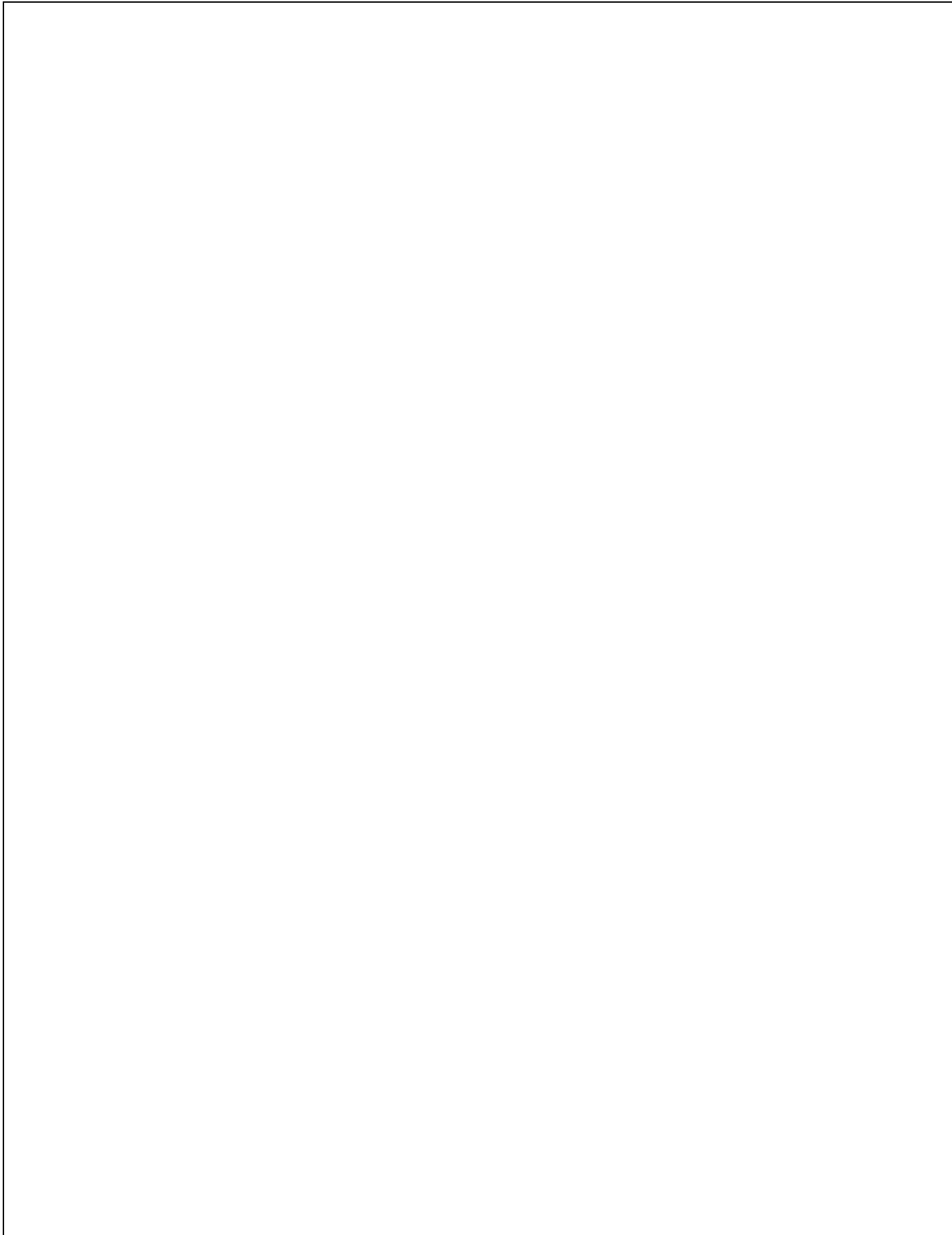
RESPONSE: LOT 1 – B1.1 PROJECT PROPOSAL AND DELIVERABILITY



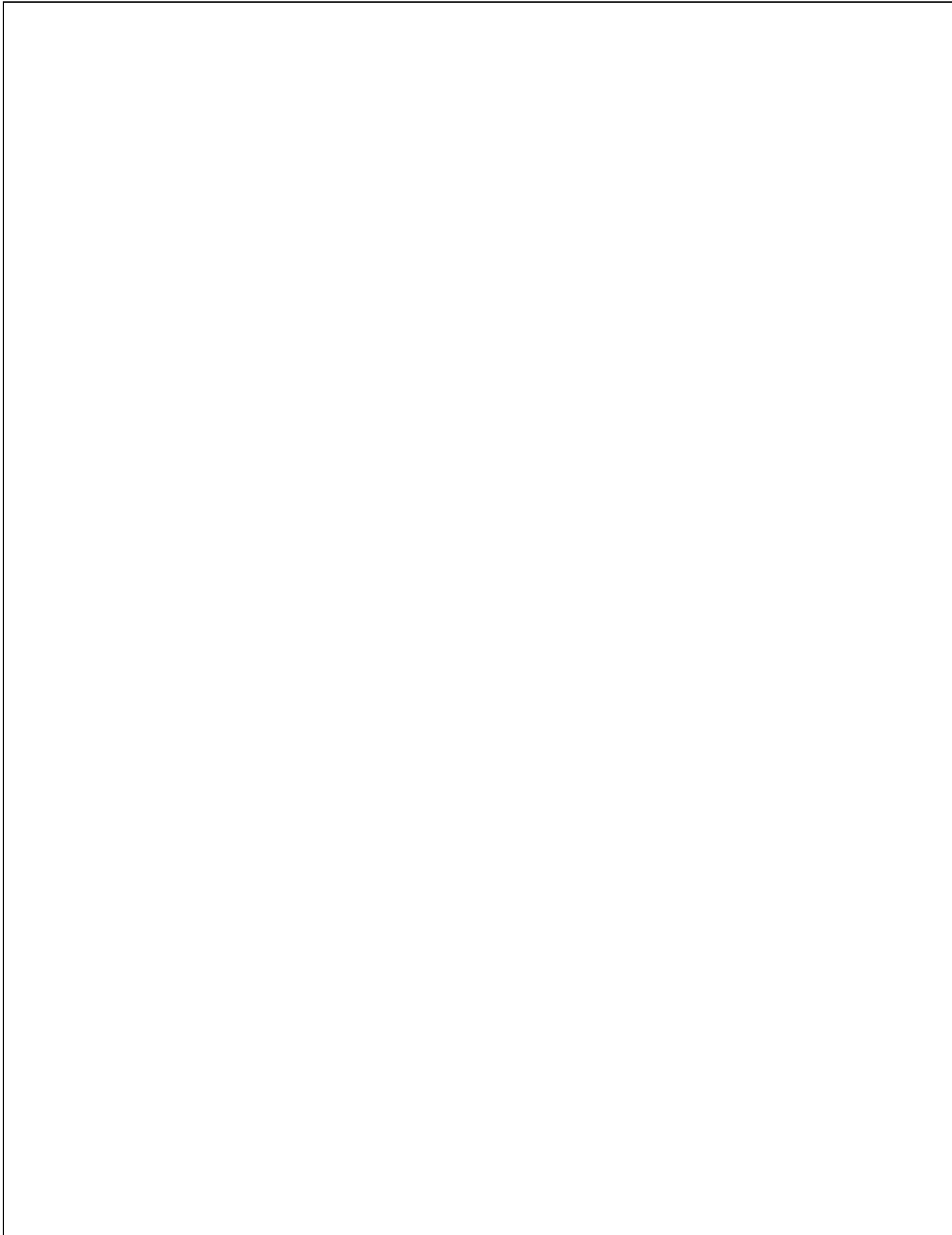


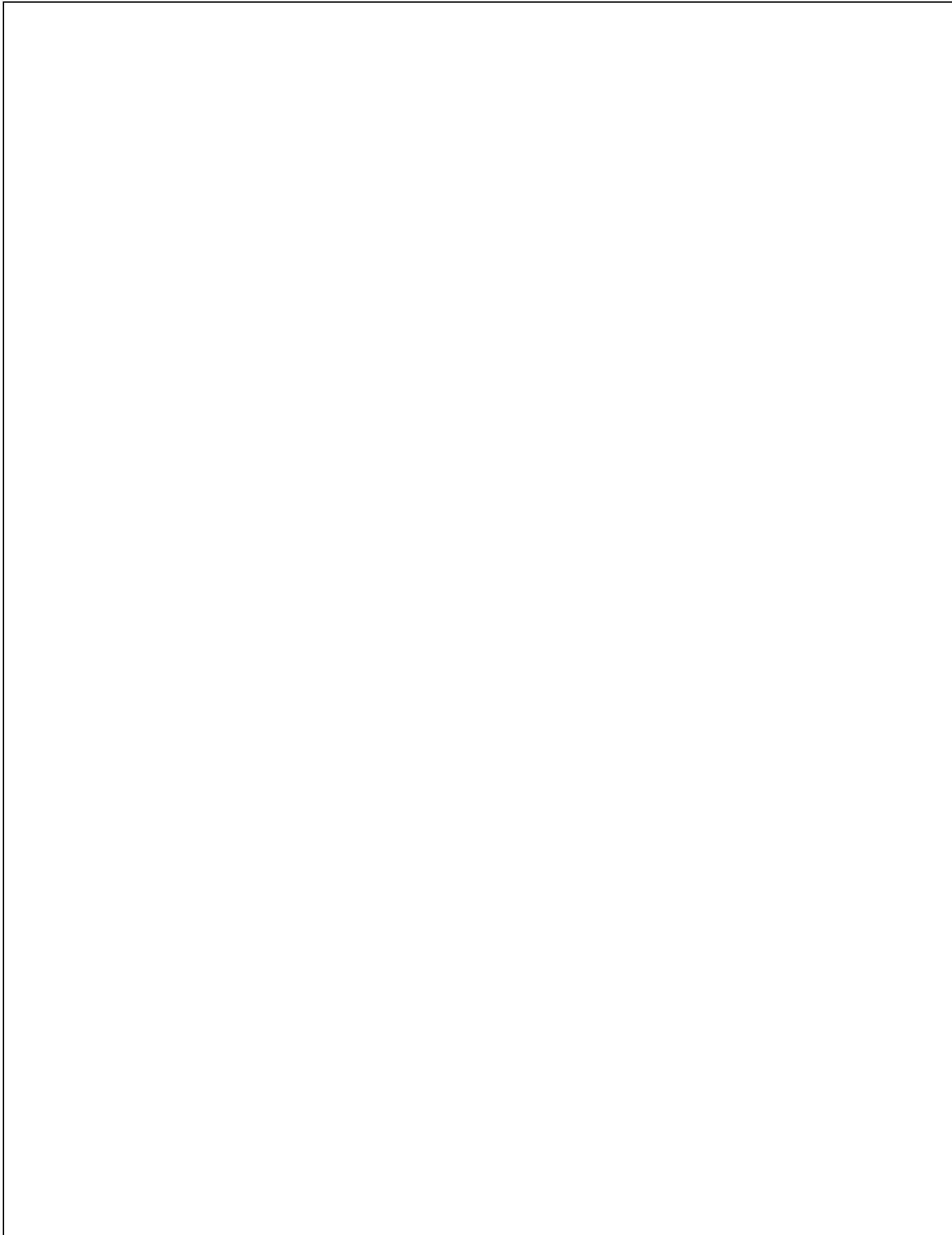






RESPONSE: LOT 1 – B1.2 COMPLIANCE





RESPONSE: LOT 1 – B1.3 FINANCIAL MANAGEMENT



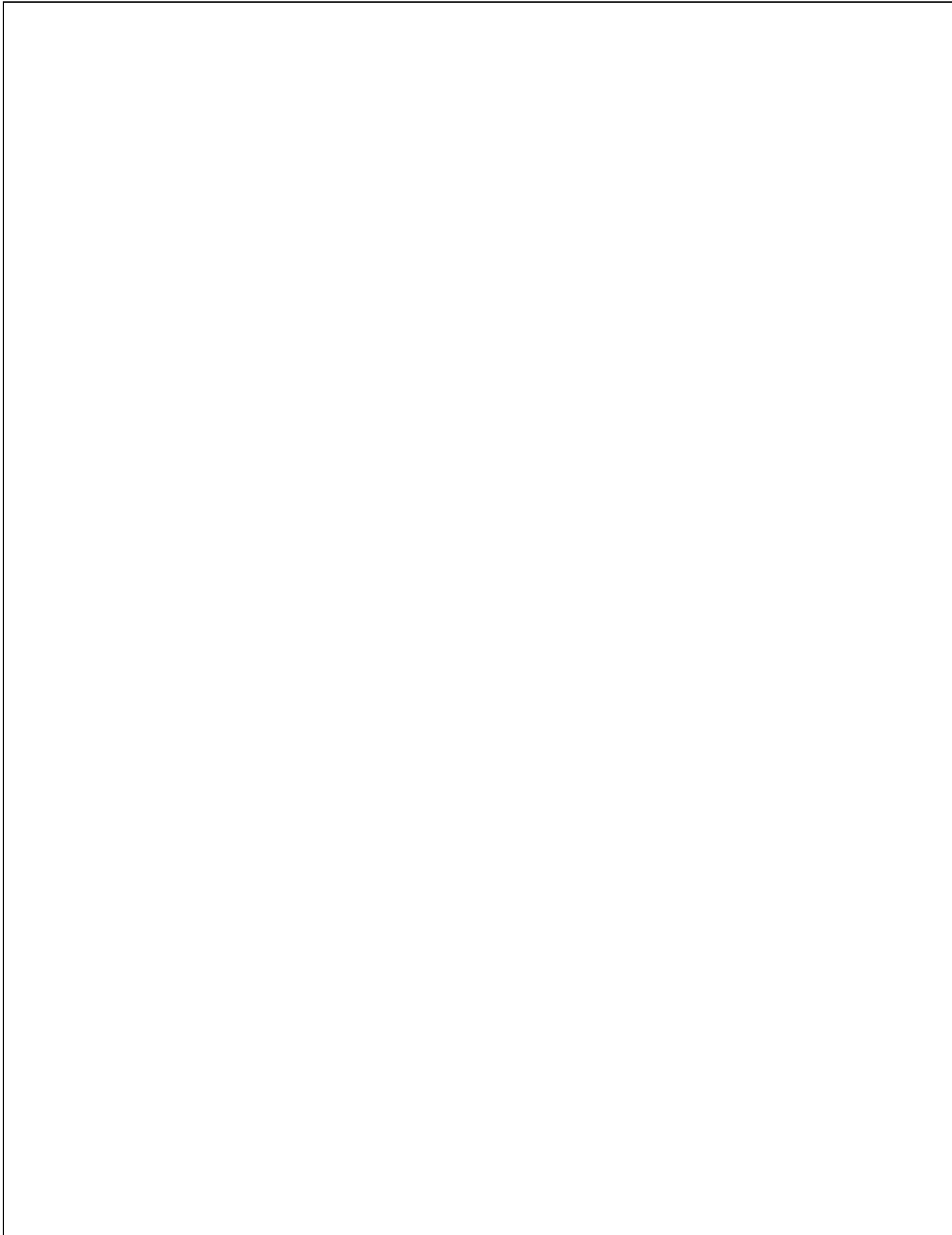
B2 Lot 2 - E20: R&D grants supporting innovation, product and service development / E23: Strengthening local entrepreneurial systems

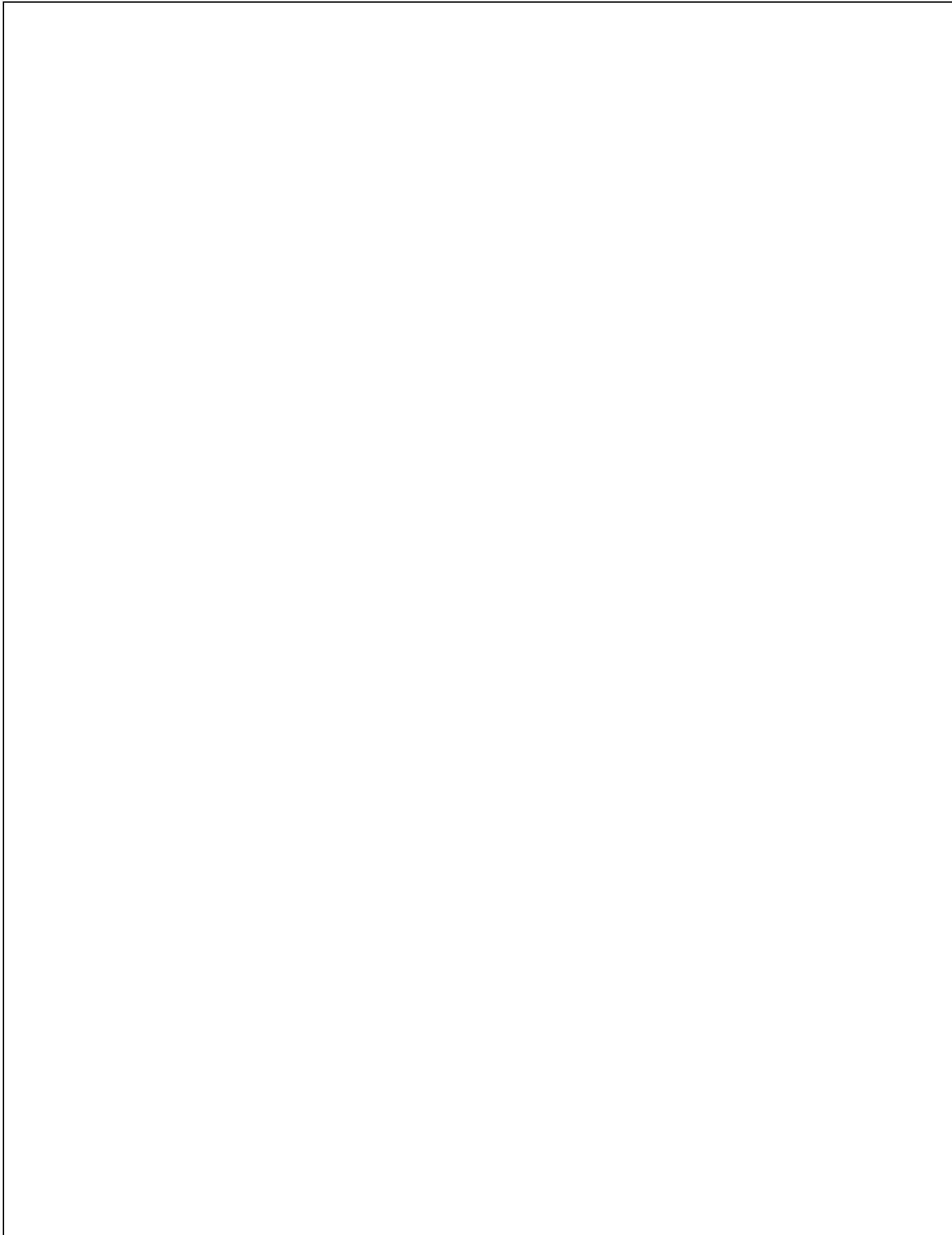
Method Statement Number	Method Statement	[% Score / Weighting]
B2.1	<p>Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ol style="list-style-type: none"> a) Fully describe your project and your approach to delivery, including clearly setting out the project deliverables; b) Evidence of local need and/or demand for the project and how the project aligns to Torbay’s Economic Growth Strategy 2022-2030; c) Your methodology for achieving the project outputs and outcomes; d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); e) Details of any experience you have of delivering similar projects; f) Your approach to monitoring and evaluation of the project outputs and outcomes; g) Please provide details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. 	60.00%
<p>Minimum Requirement: The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • What your project will do and how it will be delivered; • There is a genuine need for what you are proposing to do; • Alignment to Torbay’s Economic Growth Strategy 2022-2030; • Your project is capable of delivering the required outputs and outcomes within the timescales; • You have the organisational capacity and experience necessary to successfully deliver the project; 		

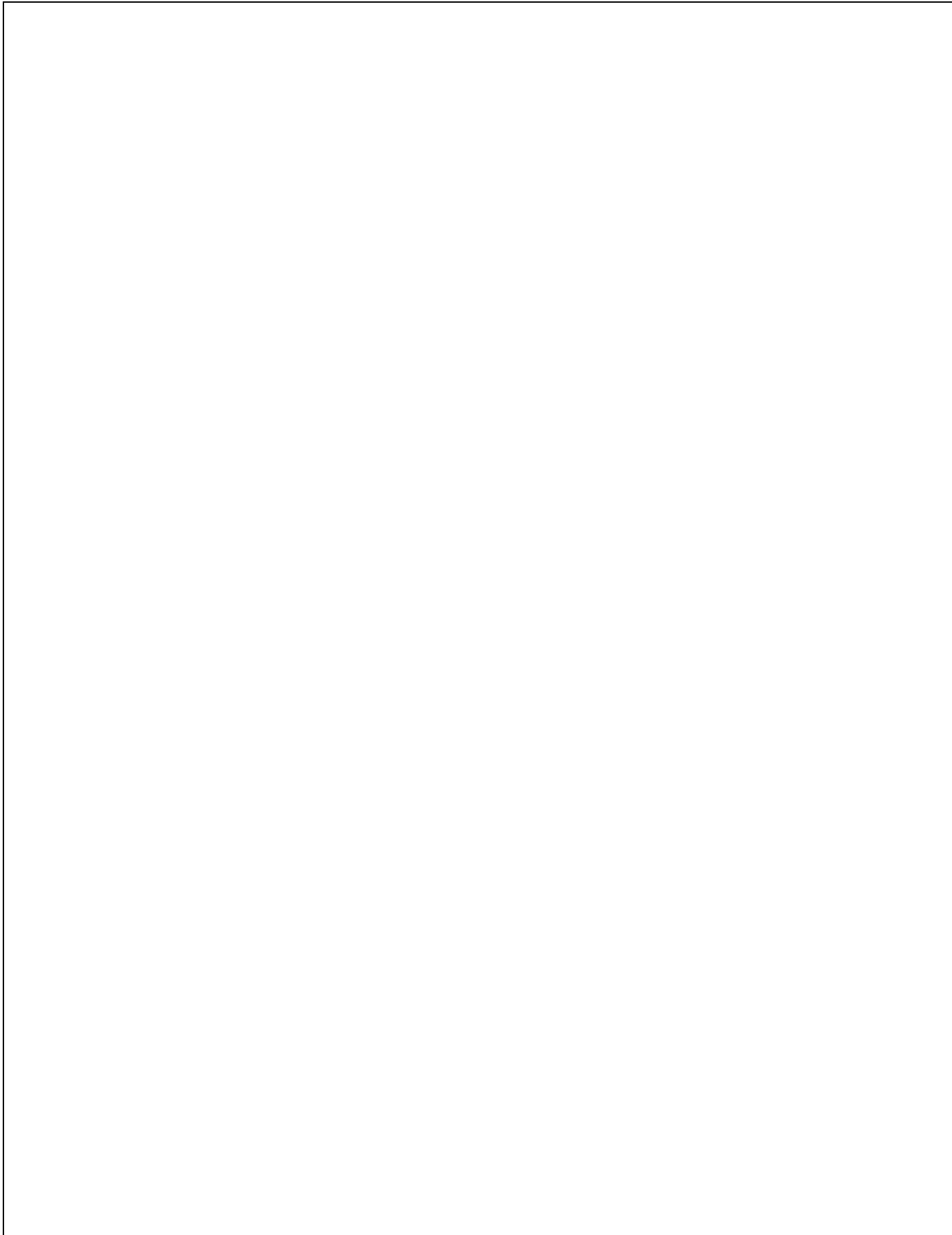
	<ul style="list-style-type: none"> You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> Project implementation plan Project delivery plan Case studies (maximum 2) CVs for key staff Risk and issues log
<p>B2.2</p>	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <ol style="list-style-type: none"> How will you address subsidy control? Complying with the UK's international obligations on subsidy control: guidance for public authorities - GOV.UK (www.gov.uk) How will you address the prevention of fraud? How will the project support environmental sustainability objectives? How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk) How will you comply with the UKSPF publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) <p>20.00%</p> <p>Minimum Requirement: That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance.

	<p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Relevant organisational policies 	
<p>B2.3</p>	<p>Financial Management</p> <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p>	<p>20.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>		

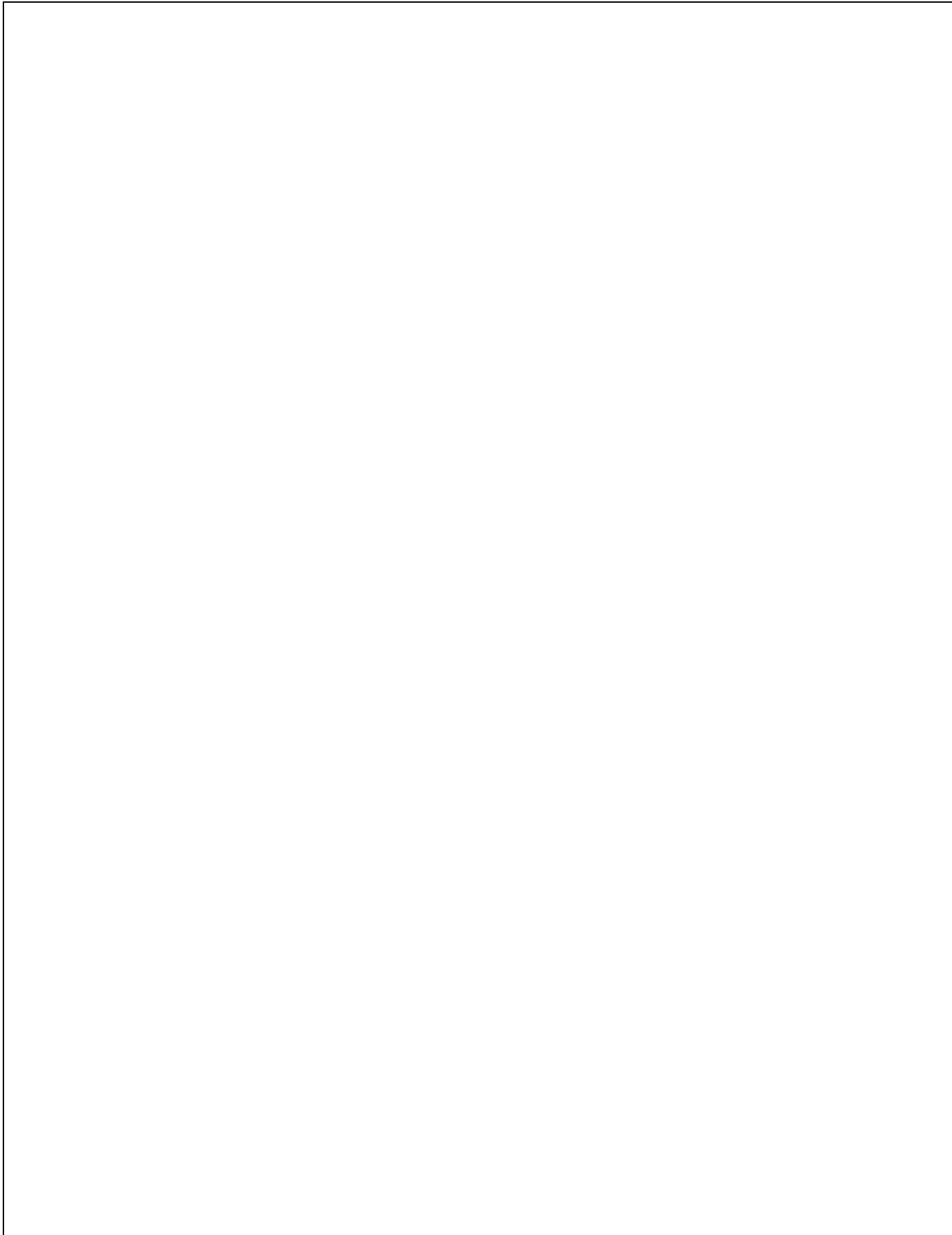
RESPONSE: LOT 2 – B2.1 PROJECT PROPOSAL AND DELIVERABILITY



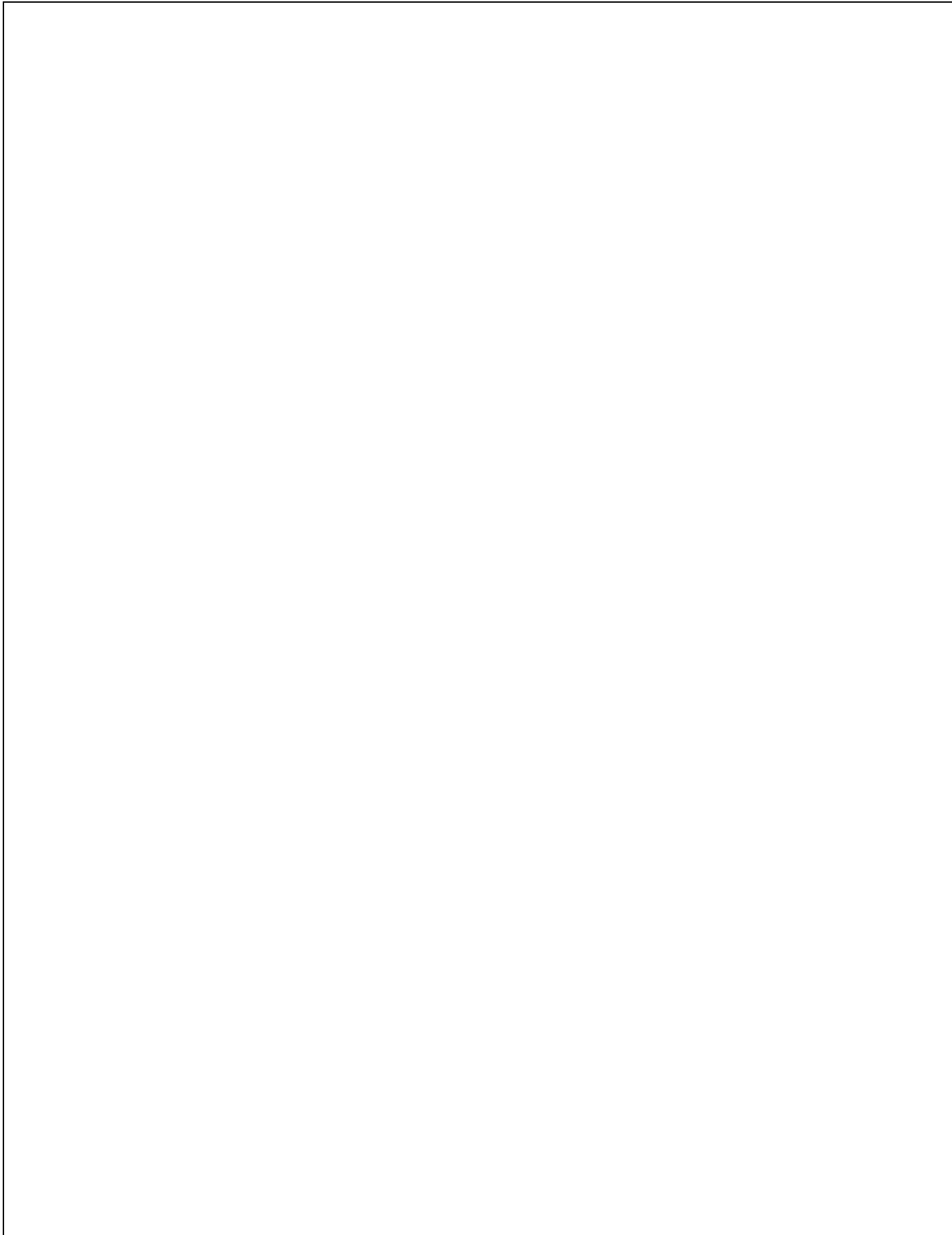


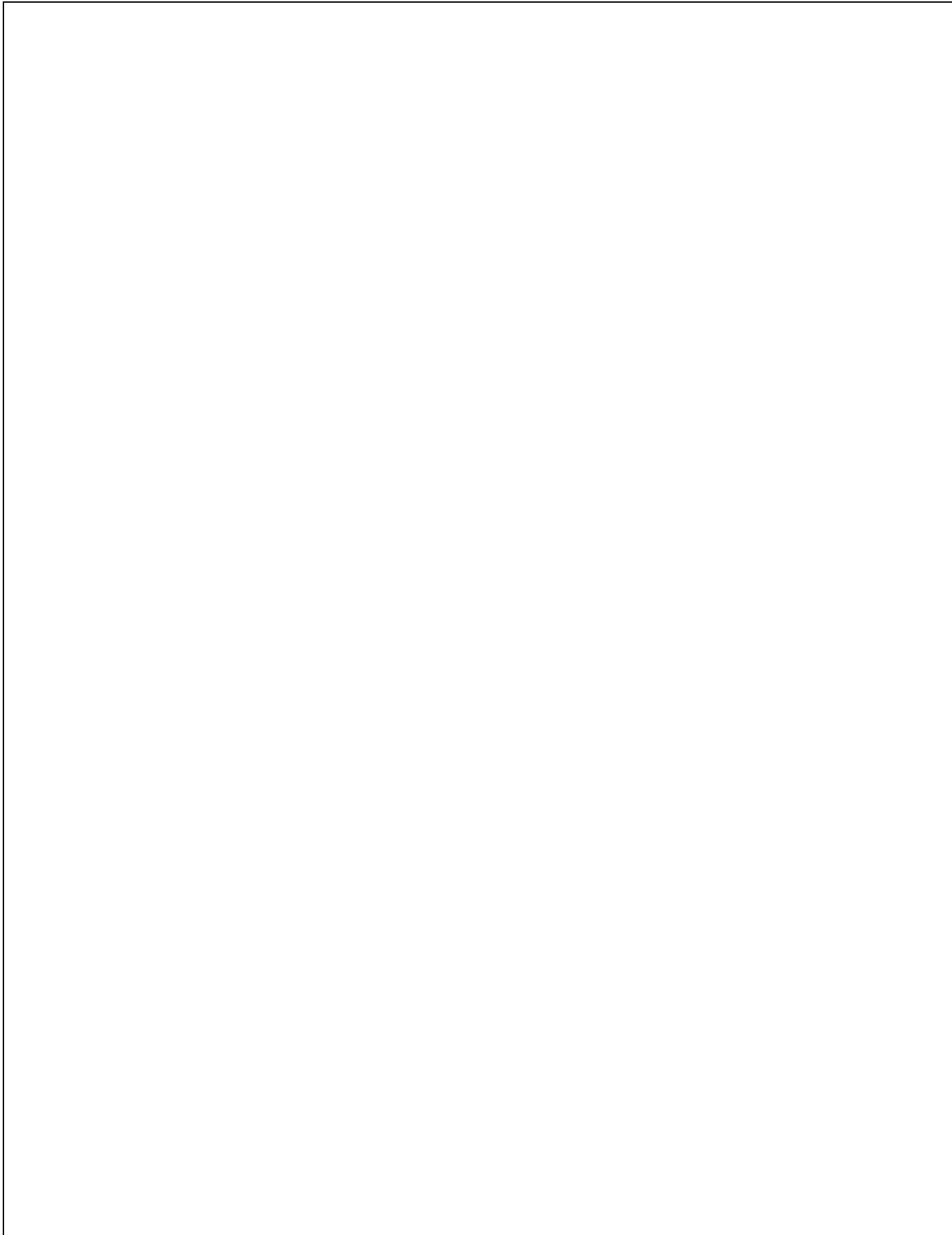




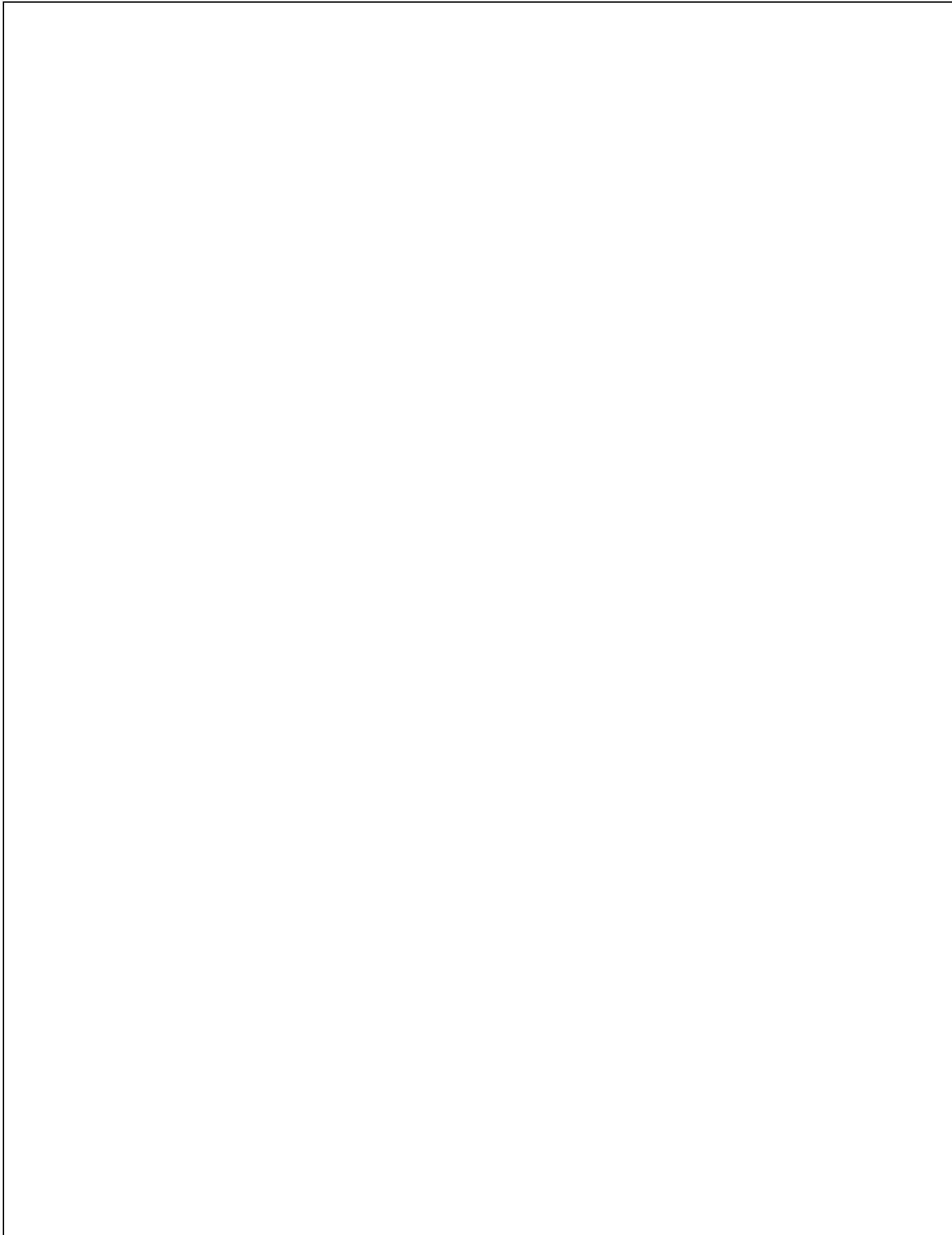


RESPONSE: LOT 2 – B2.2 COMPLIANCE





RESPONSE: LOT 2 – B2.3 FINANCIAL MANAGEMENT



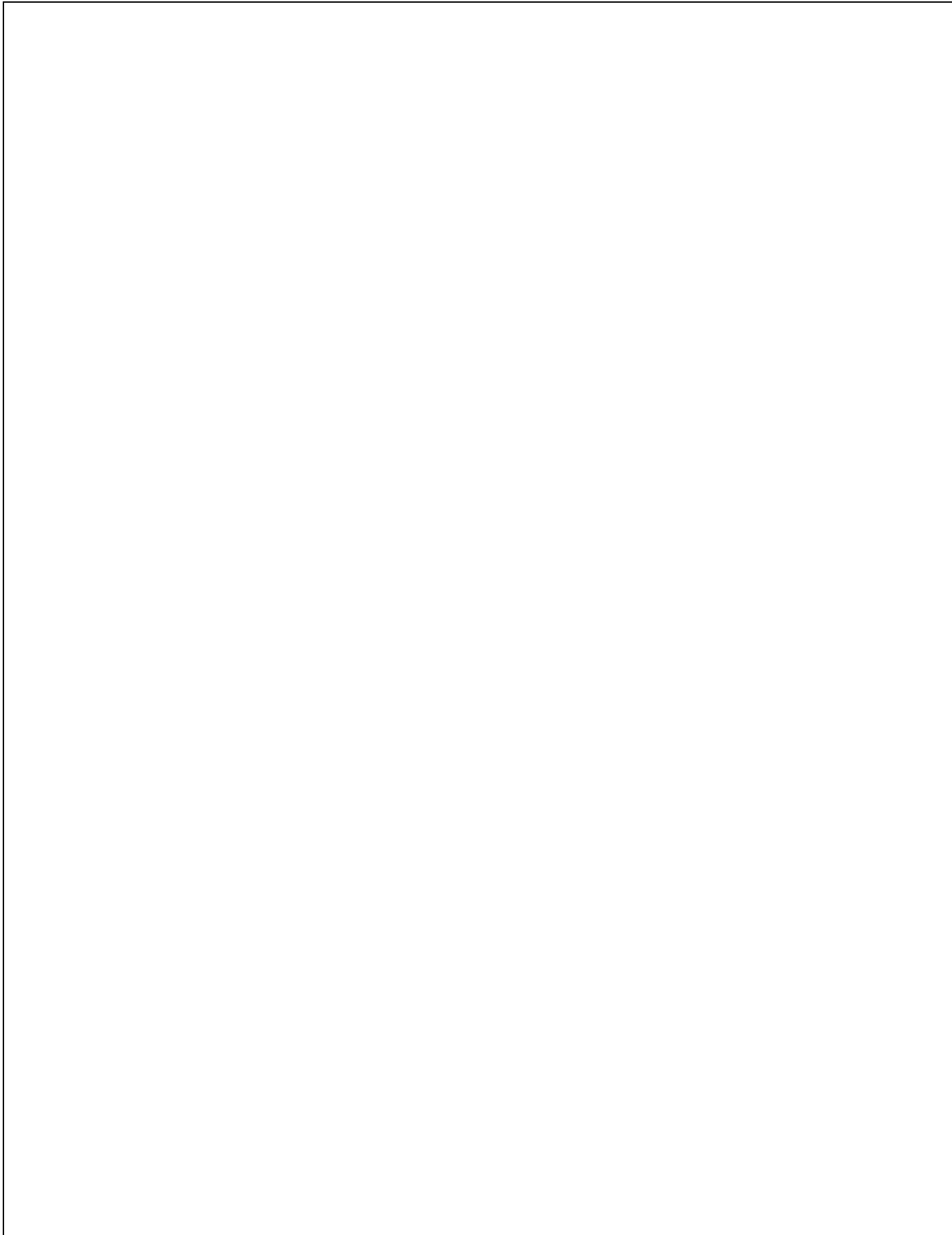
B3 Lot 3 - E29: Supporting decarbonisation and improving the natural environment

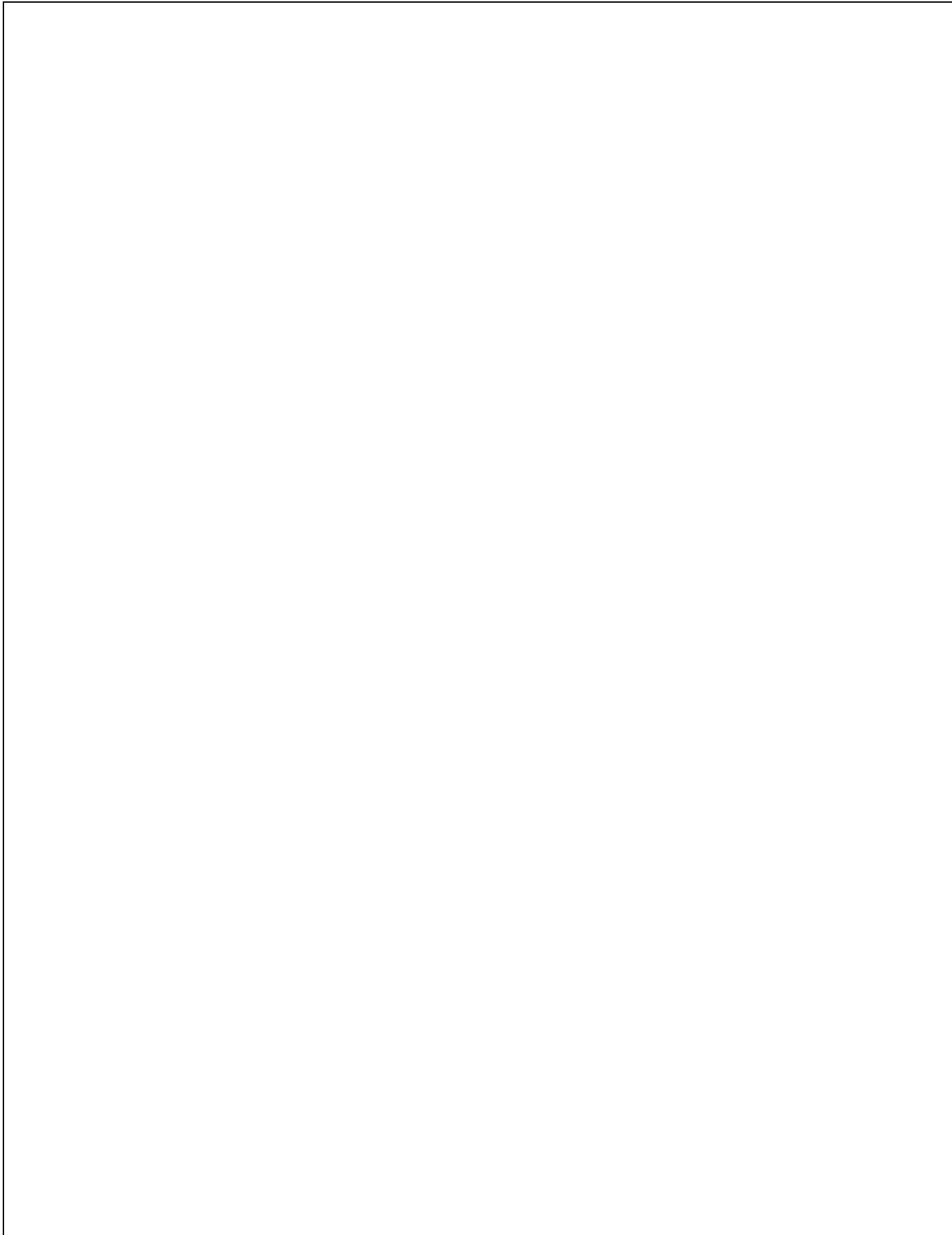
Method Statement Number	Method Statement	% Score
B3.1	<p>Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ul style="list-style-type: none"> a) Fully describe your project and your approach to delivery, including clearly setting out the project deliverables; b) Evidence of local need and/or demand for the project and how the project aligns to Torbay’s Economic Growth Strategy 2022-2030; c) Your methodology for achieving the project outputs and outcomes; d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); e) Details of any experience you have of delivering similar projects; f) Your approach to monitoring and evaluation of the project outputs and outcomes; g) Please provide details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. 	60.00%
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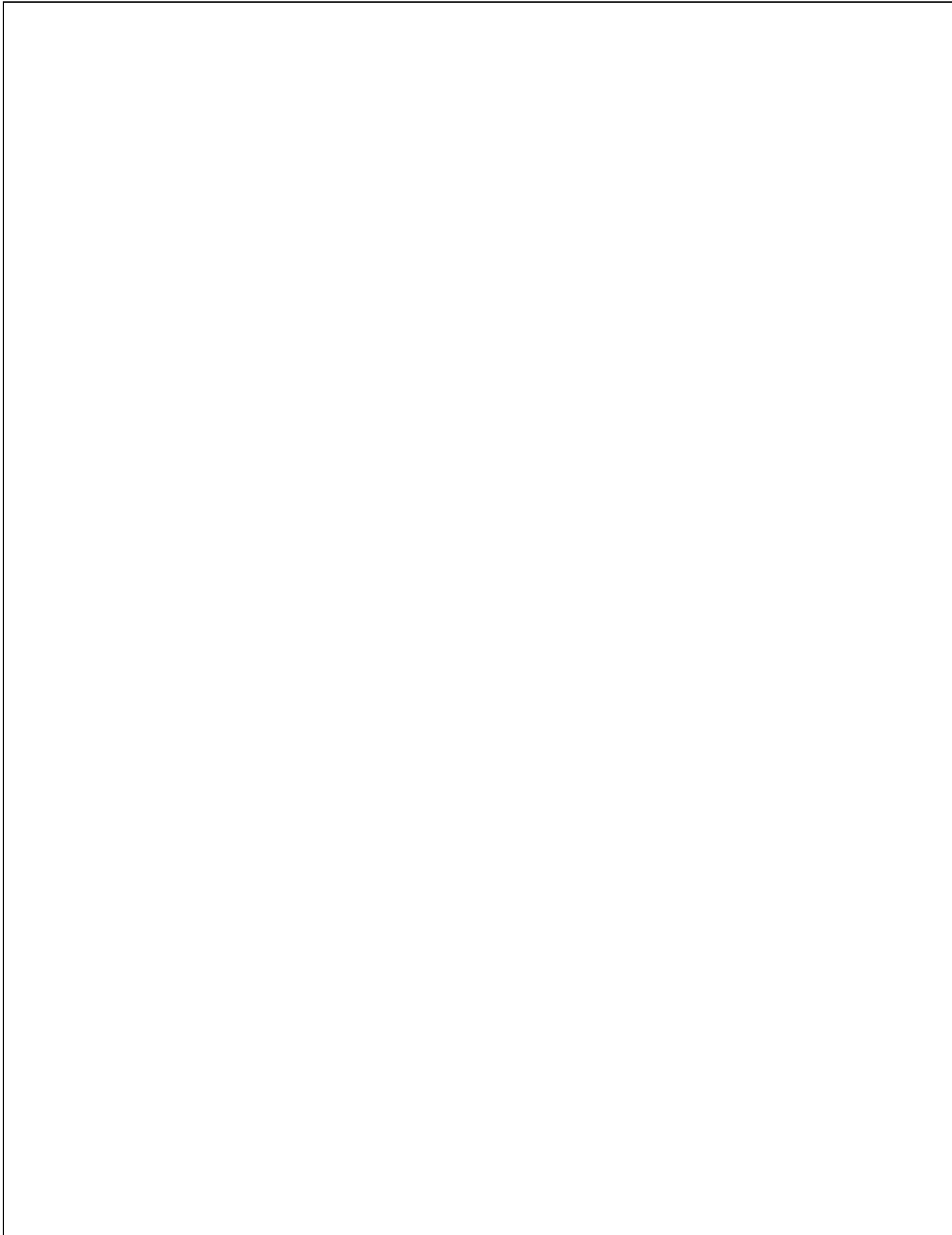
	<ul style="list-style-type: none"> You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> Project implementation plan Project delivery plan Case studies (maximum 2) CVs for key staff Risk and issues log
<p>B3.2</p>	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <ol style="list-style-type: none"> How will you address subsidy control? Complying with the UK's international obligations on subsidy control: guidance for public authorities - GOV.UK (www.gov.uk) How will you address the prevention of fraud? How will the project support environmental sustainability objectives? How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk) How will you comply with the UKSPF publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) <p style="text-align: right;">20.00%</p> <p>Minimum Requirement: That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance.

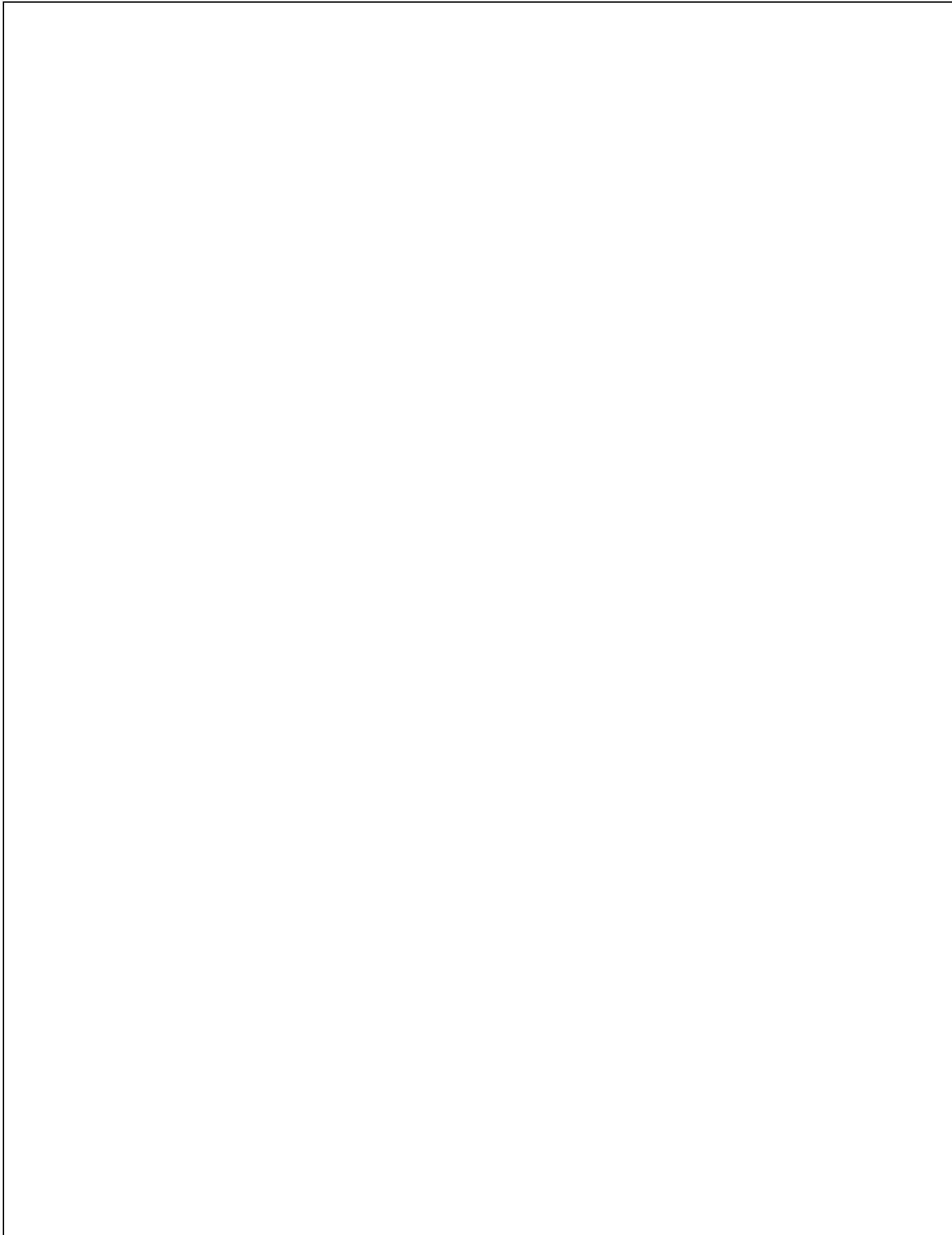
	<p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Relevant organisational policies 	
<p>B3.3</p>	<p>Financial Management</p> <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p>	<p>20.00%</p>
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>	

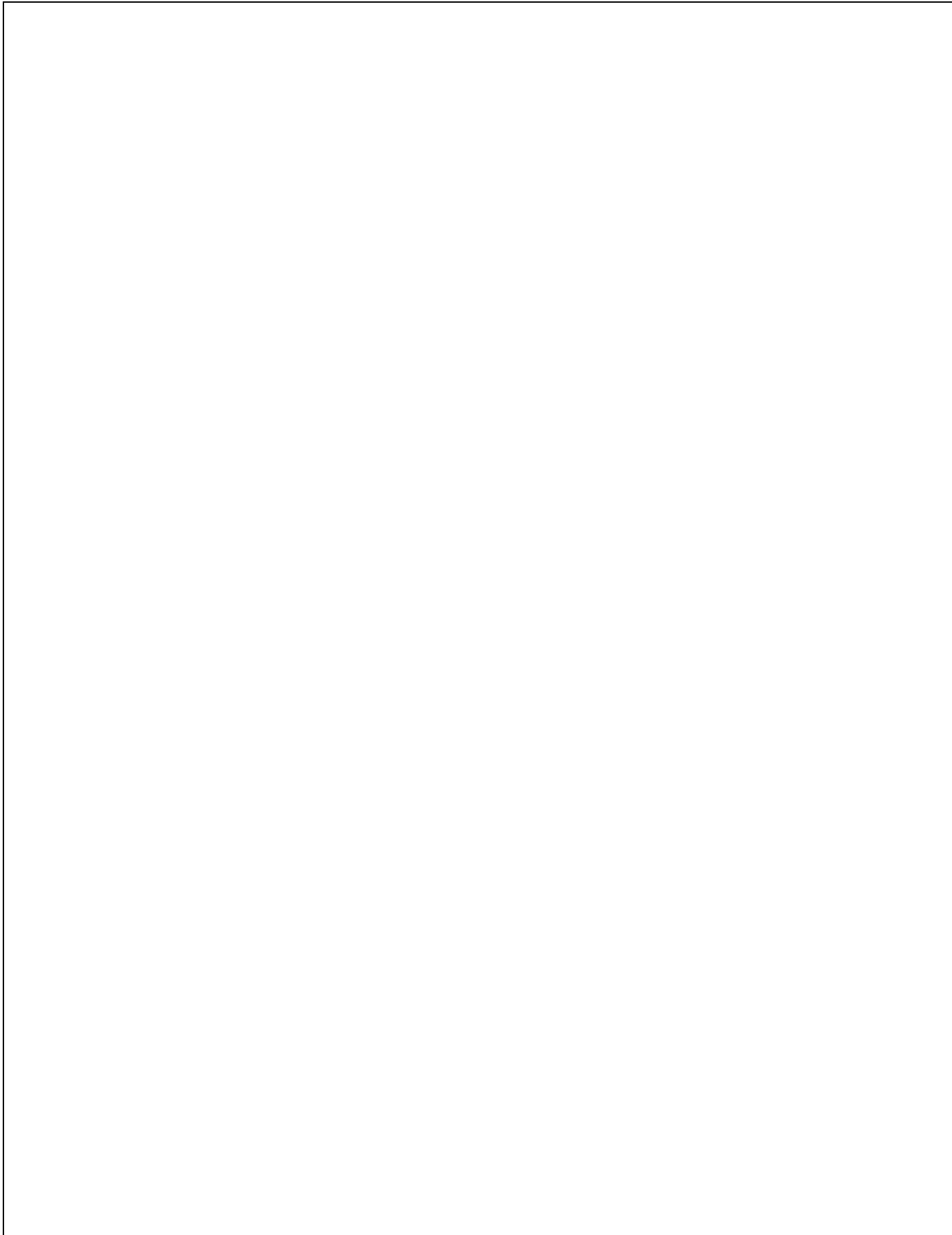
RESPONSE: LOT 3 – B3.1 PROJECT PROPOSAL AND DELIVERABILITY



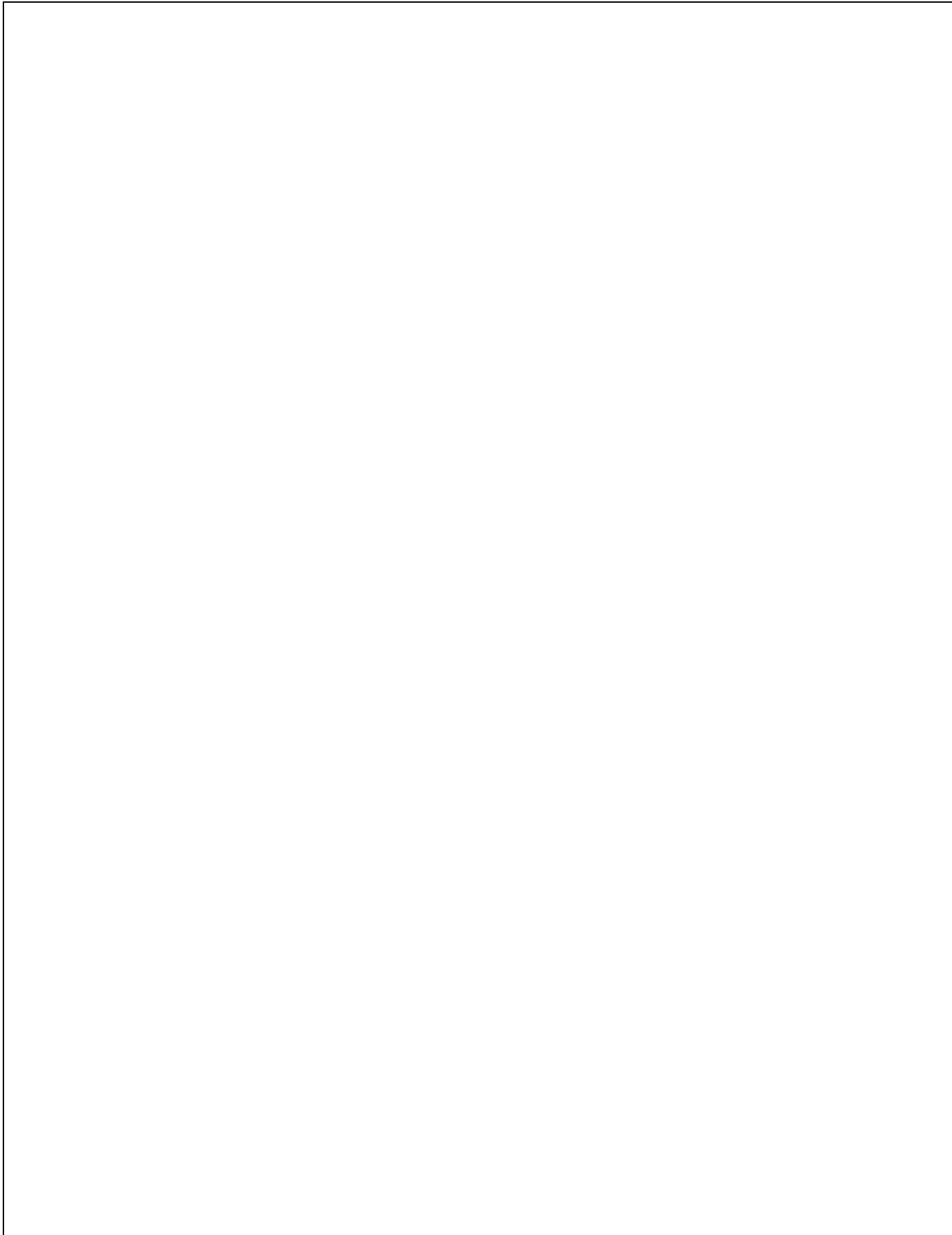








RESPONSE: LOT 3 – B3.2 COMPLIANCE





RESPONSE: LOT 3 – B3.3 FINANCIAL MANAGEMENT

