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**INVITATION TO TENDER**

**PART 2 – RESPONSE DOCUMENT**

**GMIRS Well-being Support & Integration**

**Service**

**Contract Ref: DN671065**

Closing Time & Date: 19/06/2023 at 12:00 noon

Contract Duration: 18 months with a provision to extend for 1 x 12-month periods.

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

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# 1. SECTION ONE – INSTRUCTIONS & CONDITIONS

**1.1 CHECKLIST FOR TENDERERS**

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

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| Please confirm that the following information has been included in your Tender response.  |
| **Section No.** | Document | **Please tick if enclosed** |
|  | Company & Policy Information including all policy documents and certificates requested |  |
|  | Completed Part 2 – Response Document with all questions completed, including all required evidence. To include completed Form of Tender and Certificate against Canvassing and Collusion |  |
|  | Completed Part 3 Pricing Document Financial Template (all relevant tabs to be completed) or Pricing Schedule |  |
|  | Any other required supporting evidence |  |

## 1.2 Form of Tender

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

## 1.3 Certificate against Canvassing and Collusive Tendering

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

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

2. NOTES FOR COMPLETION

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

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

## 2.1 Tenderer Information

Please answer the following questions in full.

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| **Part 1: Your information and the bidding model.** |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

Yes **[ ]**

No **[ ]**

N/A **[ ]**

|  |  |
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| **Section 1** | **Your information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading statusa) - public limited companyb) - private limited companyc) - limited liability partnershipd) - other partnershipe) - sole traderf) - third sectorg) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes **▢**No **▢**N/A **▢** |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide- the website address,- issuing body- reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:a) possess a particular authorisation, orb) be a member of a particular organisation,to provide the requirements specified in this procurement? | Yes **[ ]** No **[ ]**  |
| 1.1(h) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)a) Voluntary Community Social Enterprise (VCSE).b) Sheltered Workshop.c) Public service mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes **[ ]** No **[ ]**  |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[3]](#footnote-3), where appropriate[[4]](#footnote-4):- Name- Date of birth- Nationality- Country, state or part of the UK where the PSC usually lives- Service address- The date he or she became a PSC in relation to the company ;- Which conditions for being a PSC are met:- Over 25% up to (and including) 50%- More than 50% and less than 75%- 75% or more(Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:- Full name of immediate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:- Full name of ultimate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),(Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). |

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| **Please provide the following information about your approach to this procurement:** |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?*If you are bidding as a single supplier please go to Q 1.3.*If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:1. The name of the group/consortium.
2. The proposed structure of the group/consortium, including the legal structure where applicable.
3. The name of the lead member in the group/consortium.
4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).
5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for
 |  |
| 1.3 | If you are proposing to use subcontractors please provide the details for each subcontractor[[5]](#footnote-5).- Name- Registration number- Registered or head office address,- Trading status1. Public limited company
2. Private limited company
3. Limited liability partnership
4. Other partnership
5. Sole trader
6. Third sector
7. Other (please specify your trading status)

- Registered VAT number- SME (Yes/No)- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known- The approximate % of contractual obligations assigned to each subcontractor, if known- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |

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| **Part 2: Exclusion Grounds** |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. |
| **Section 2** | **Grounds for mandatory exclusion** |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:* is a member of the supplier’s administrative, management or supervisory body or
* has powers of representation, decision or control in the supplier[[6]](#footnote-6),
* been convicted of any of the offences within the summary below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)?
 |  |
|  | Participation in a criminal organisation. | Yes **▢**No **▢** |
|  | Corruption.  | Yes **▢**No **▢** |
|  | Terrorist offences or offences linked to terrorist activities. | Yes **▢**No **▢** |
|  | Money laundering or terrorist financing. | Yes **▢**No **▢** |
|  | Child labour and other forms of trafficking in human beings. | Yes **▢**No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes **▢**No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes **▢**No **▢** |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:* date of conviction and the jurisdiction,
* which of the grounds listed the conviction was for,
* the reasons for conviction,
* the identity of who has been convicted.

If the relevant documentation is available electronically please provide:* the web address,
* issuing authority,
* precise reference of the documents.
 |  |
| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[7]](#footnote-7) and should be referred to before completing these questions.Please note, some questions from the government’s Standard Selection Questionnaire may have been removed if they are not relevant to this procurement, which is why some question numbers may appear to missing.  |
| **Question number** | **Question** | **Declaration** |
| 3.2(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.If documentation is available electronically please provide:* the web address,
* issuing authority,
* precise reference of the documents
 | Yes **▢**No **▢** |
| 3.2(b) | If you have answered no to 3.2(a) please provide further details including the following:* Country concerned,
* what is the amount concerned
* how the breach was established, i.e. through a judicial or administrative decision or by other means.
* if the breach has been established through a judicial or administrative decision please provide the date of the decision,
* if the breach has been established by other means please specify the means.
 |  |
| 3.3 | Please also confirm whether you have paid,or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. | Yes **▢**No **▢** |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions |

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| **Section 4** | **Grounds for Discretionary Exclusion** |
| The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[8]](#footnote-8) and should be referred to before completing these questions. |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) applied to you? |  |
| 4.1(a) | Breach of environmental obligations?To note that environmental law obligations include Health and Safety obligations. See [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | Yes **▢**No **▢** |
| 4.1(b) | Breach of social law obligations?  | Yes **▢**No **▢** |
| 4.1(c) | Breach of labour law obligations? | Yes **▢**No **▢** |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes **▢**No **▢** |
| 4.1(e) | Guilty of grave professional misconduct? | Yes **▢**No **▢** |
| 4.1(f) | Distortion of competition? | Yes **▢**No **▢** |
| 4.1(g) | Conflict of interest? | Yes **▢**No **▢** |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes **▢**No **▢** |
| 4.1(i) | Prior performance issues? | Yes **▢**No **▢** |
| 4.1(j)4.1(j) - (i)4.1(j) - (ii)4.1(j) –(iii)4.1(j)-(iv) | Do any of the following statements apply to you ?You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.You have withheld such information.You are not able, without delay, to submit documents if/when required.You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢**No **▢** |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.If you are a relevant commercial organisation please -* confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.
* confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54.
 | Yes **▢**No **▢**Yes **▢**No **▢** |
| 4.3 | If your latest published statement is available electronically please provide:* the web address,
* precise reference of the documents.
 |  |
| 4.4 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Selection Questions** |
| **Section 5** | **Economic and Financial Standing** |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:* the web address
* issuing authority
* precise reference of the documents
 |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).  |  |
| 5.35.3(a)5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.4 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes **▢**No **▢** |

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| **Section 6** | **Technical and Professional Ability** |
| **Question number** | **Question** |
| 6.1 | **Relevant experience and contract examples**Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.For each contract please provide the following informationIf you cannot provide examples see question 7.2 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

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| 6.2 | If you cannot provide at least one example for questions 7.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |

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| **Section 7** | **Additional Questions including Project Specific Questions** |
| **Question number** | **Question** | **Response** |
| **7.1** | **Insurance**Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £10 million in respect of any one claimPublic Liability Insurance = £10 million in respect of any one claimProfessional Indemnity Insurance = £2 million in respect of any one claim\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf | Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢**No **▢** |
| **7.2** | **Data protection – (*Contracting Authorities: please refer to supplier selection guidance before using these questions*)** |
| **7.2(a).** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | Yes **▢**No **▢** |
| **7.2(b).** | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:* to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;
* to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;
* to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;
* to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);
* to maintain records of personal data processing activities; and
* to regularly test, assess and evaluate the effectiveness of the above measures.
 |  |
| **7.3** | [**Tackling Modern Slavery in Supply Chains**](https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains)Where the supplier is a commercial organisation subject to Section 54 of the Modern Slavery Act 2015, contracting authorities should set appropriate selection criteria and methodology by which to assess compliance.As compliance with the Modern Slavery Act is only relevant to UK bidders, criteria can be broadened to relate to non-UK bidders by asking them to provide a link to published modern slavery statements in their own jurisdiction or where these are not required, to a relevant company document containing the same type/level of information.  A pass/fail selection criterion may be set that either:* the bidder must have complied with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance including information relating to:

a. the organisation’s structure, its business and its supply chains;b. its policies in relation to slavery and human trafficking;c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;d.the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;f. the training and capacity building about slavery and human trafficking available to its staff; or* where the bidder is a non-UK supplier, the bidder must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.

Alternatively, if neither of the above are met, but the bidder provides a satisfactory explanation and assurances that either requirement will be met before contract award, this will be sufficient to pass the selection criterion but will be verified prior to contract award. |  |
| Tenderers who self-certify that they meet the requirements to the following questions (either now or by the commencement of the contract) may be required to provide evidence of this if they are successful at contract award stage. |
| **Sec.2 – Para 2.9 - Software, Systems and Telephony Service Requirements** |
| (a) | Do you have a robust case and information management system (CMS) to manage cases and enable the safe receipt, transfer, security, governance and reporting requirements of the Services?  |
| (b) | Does the CMS have the ability to securely receive and import referrals from HMPPS and records system without requiring any amendments to the information? |
| (d) | Does the CMS have the development capability to accept secure self-referrals and referrals from other agencies and make onward referrals to other GMIRS services commissioned by the Deputy Mayor and other universal services? |
| (e) | Does the CMS have the ability to record consent of a PoP to share information with wider partner agencies? |
| **Sec.1 – Para 1.5 and Sec.2 – Para 2.10 - Digital Transformation** |
| (a) | Is your current CMS cloud-based?  |
| (b) | Is your data hosted in the UK? |
| (c) | Does your current system support robust authentication processes (i.e., single sign-on (SSO), multi-factor authentication)? |
| (d) | Does your organisation or system supplier adhere to Web Content Accessibility Guidelines (WCAG) 2.1?  |
| (e) | Does your current system support application programme interfaces (APIs)? |
| (f) | Does your organisation and / or system supplier have specific measures in place to ensure system continuity?  |
| (g) | Does your organisation ensure that all data-at-rest is encrypted? |
| **Sec.2 – Para. 2.11 - Information Governance** |
| (a) | Are you registered with the Information Commissioners Office with a valid certificate? |
| (b) | Do you have an organisational privacy notice as required under UK GDPR? |
| (c) | Are you willing and able to update all relevant privacy notices for the purposes of this contract? |
| (d) | Are you willing to use online tools (Dapian) to efficiently prepare any data protection impact assessments or information sharing agreements as may be required? |
| (e) | Do you carry out pre-employment screening checks/vetting for new starters to your organisation? |
| (f) | Do new starters in your organisation complete an induction which includes details of their data protection responsibilities? |
| (g) | Do you have a retention policy which includes a schedule of retention for all information used by your organisation and the periods for which each is held? |
| (h) | Do you have technical and organisational measures in place which ensure your compliance with data protection legislation for all personal data that you hold? |
| (i) | Does your organisation (and/or ICT host/supplier) comply with the requirements of the Cyber Essentials Scheme or any other relevant accreditations or certifications (e.g., ISO 27001 or equivalent) relating to ICT systems used in the delivery of your service? |
| (j) | With regards to sub-contractors, are physical, personnel, procedural and technical controls embedded within your organisation in terms of both their selection and evidencing of their data protection compliance? |
| (k) | Are the security measures your organisation use continuously reviewed and revised to address ongoing internal and external threats and risks? |
| (l) | Have you identified a person responsible for information governance up to and including board level? |
| (m) | Do you have processes in place to assist data subjects to exercise their rights under UK GDPR? (e.g., the right of access, right to be forgotten, right of rectification etc.) |
| (n) | Are staff within your organisation able to work in an agile workstyle (i.e., from home) and if so, are there technical measures in place to preserve the confidentiality, integrity, and availability of personal information?  |
| (o) | Are your systems auditable to enable searches to identify what data has been accessed by individual users? |
| (p) | Do you have a process for data incidents/personal data breaches which includes an assessment of the risks to both data subjects and the organisation, as well as an escalation process to your Data Protection lead, and notification to the Information Commissioners Office if required? |
| (q) | Do you have policies to cover the secure storage and destruction of personal data, covering both electronic and hard copy records? |
| (r) | Do you have a Record of Processing Activities and an Information Asset Register which accurately reflect the current processing of both personal and non-personal data within your organisation? |
| (s) | Are your transfers of data, both electronic and hard copy, achieved via secure methods? |
| (t) | Does your CMS have measures in place to ensure data quality, such as validation on fields such as date of birth etc? |
| **Sec.2 – Para 2.13 - Information Security and Risk Management** |
| (a) | Does your organisation have an Information Asset Register? |
| (b) | Does your organisation have a senior staff member assigned as the Information Asset Owner? |
| (c) | Does your organisation have systems, policies and process to ensure that: |
|  | 1. Information is protected against unauthorised access;
 |
|  | 1. Confidentiality of information is assured;
 |
|  | 1. Integrity of information is maintained;
 |
|  | 1. Regulatory requirements and legislation are met;
 |
|  | 1. ICT systems are used in such a way as to prevent the unauthorised disclosure, destruction or modification of information and the integrity of all systems are maintained; and
 |
|  | 1. Strict access controls are applied to ensure that information, in whatever form, can only be accessed by those authorised to see it?
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| **7.4** | **Real Living Wage (Pass / Fail)** **A Pass is to answer ‘Yes’ to either X.1.a or X.1.b and ‘Yes’ to X.1.c** |  |
| **a.** | Greater Manchester Combined Authority is an accredited Real Living Wage employer and has an aspiration to procure contracts with organisations that pay their employees the Real Living Wage as calculated by the Living Wage Foundation. <https://www.livingwage.org.uk/>Please confirm that your organisation currently pays all direct employees in the UK aged 18 or over an hourly rate equal to or higher than the Real Living Wage.(Currently £10.90 for UK or £11.95 in London) | Yes **▢**No **▢** |
| **b.** | If your answer to X.1.a was ‘No’ please indicate if successful at contract award stage, that you are willing to enter a contractual commitment that within 12 months of contract commencement your organisation will pay all direct employees in the UK aged 18 or over an hourly rate equal to or higher than the Real Living Wage. | Yes **▢**No **▢** |
| **c.** | Please indicate if successful at contract award stage your organisation will make it a contractual commitment for key sub-contractors\* directly involved in delivery of this contract will pay their UK employees who are directly involved in the delivery of this contract and aged 18 or over an hourly rate equal to or higher than the Real Living Wage within 12 months of contract commencement. \**“key sub-contractor****”****means a Sub-Contractor directly engaged in connection with the provision of the Goods / Services where either:*1. *20% or more of the operational expenditure incurred by the Operator under this Agreement and/or in connection with the provision of the Services is incurred through sub-contracts with the Sub-Contractor; or*
2. *the Sub-Contractor employs one or more persons who are engaged solely in providing works, services or supplies to the Operator.*
 | Yes **▢**No **▢** |
| **7.5** | **Real Living Foundation (Information Only)**  |
| **a.** | Is your organisation accredited as a Living Wage Employer with the Living Wage Foundation?<https://www.livingwage.org.uk/> | Yes **▢**No **▢** |
| **b.** | Do you provide all direct employees in the UK aged 18 or over with employment conditions that meet the Real Living Hours standard as set out below? * Decent notice periods for shifts: of at least 4 weeks’ notice, with guaranteed payment if shifts are cancelled within this notice period
* The right to a contract that reflects accurate hours worked
* A guaranteed minimum of 16 hours a week (unless the worker requests otherwise)

<https://www.livingwage.org.uk/living-hours> | Yes **▢**No **▢** |
| **7.6** | **GM Good Employment Charter (Pass / Fail)** **A Pass is to answer yes to either X.3.a or X.3.b or X.3.c** |
| **a.** | Greater Manchester Combined Authority is a member of the Greater Manchester Good Employment Charter and seeks to contract with other organisations who share a commitment to improving employment standards. <https://www.gmgoodemploymentcharter.co.uk/>Is your organisation a registered Member or registered Supporter of the Charter. Registration as a Supporter is zero cost but commits an organisation to working towards verifiable good employment standards.  | Member [ ] Supporter [ ] Neither [ ]  |
| **b.** | If not already registered and if successful at contract award stage, is your organisation willing to become a supporter of the Charter within 3 months of contract commencement. | Yes **▢**No **▢** |
| **c.** | If you answer to both X.3.a and X.3.b was ‘No’ please indicate your organisation already does or proposes to (within 12 months of contract commencement) conform to the principles outlined by the Charter which can be found [here](https://www.gmgoodemploymentcharter.co.uk/the-charter/).  | Yes **▢**No **▢** |
| **7.14** | **Carbon Reduction Plan (Pass / Fail)****A Pass is to answer yes to both X.4.a and X.4.b** |
| **a.** | In 2019 the UK Government amended the Climate Change Act 2008 by introducing a target of at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050. This is otherwise known as the ‘Net Zero’ target. In accordance with [Procurement Policy Note 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts), please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard  | Yes **▢**No **▢** |
| Provide a link or embed your most recently published Carbon Reduction Plan here: |
| **b.** | Greater Manchester Combined Authority has an ambition that the city region will be Carbon Neutral by 2038. [5-year-plan-branded\_3.pdf (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/media/1986/5-year-plan-branded_3.pdf)Please confirm that your organisation is taking steps to reduce your Green House Gas Emissions over time and is publicly committed to achieving Net Zero by 2050 and/or Greater Manchester’s Carbon Neutral ambition by 2038 | Yes **▢**No **▢** |

**3. Evaluation Questions**

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

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

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| --- | --- | --- |
| Question ref | Aspect | % weighting |
| 3.1 | Greater Manchester Ambition | 35% |
| 3.2 | Service Demand | 20% |
| 3.3 | Service Insights | 15% |
| 3.4 | Mobilisation | 10% |
| 3.5 | Social Value | 15% |
| Pricing |  | 5% |

Please do not copy large documents from websites or use overly complex documents – these will not be evaluated. No appendices or attachments will be reviewed or marked unless specifically allowed for in the question instructions. Where an attachment is provided for a question where it is not specifically required its word count will be counted to the question and anything over the word count will not be evaluated.

All attachments should include the question number in the file name.

## 3.1 Service Delivery Model – 35%

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| As described in the ITT, GMCA would like the tenders to provide three elements to this service, Please provide an overarching description including clearly defined service delivery elements, - how the service will build the specialisms based on the three principles described, your proposed delivery model and provide a visual illustration to show how it will deliver an approach that will support outcomes.  Please include in your delivery model, staffing levels (based on anticipated numbers (ITT), opening times, any out of hours support, group sessions, co-location and support offer. As part of their response to this question, the GMCA expects Tenderers to clearly demonstrate (as a minimum):* their understanding of the priorities.
* their proposed approach to achieving delivery against each of the service elements & the specialisms.
* how they will proactively engage and collaborate with relevant partners and stakeholders to achieve each the abovementioned priorities.
* how the service will apply both empowerment and desistance approaches to support consistent and meaningful engagement of all People on Probation (PoP) This should also include specific support for PoP with protected characteristics please identify the range of channels you will use.
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| RESPONSE |

Maximum Points Available 5

Maximum word count = 2500 words

## 3.2 Service Demand – 20%

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| As PoP have neither chosen to be subject to Probation supervision nor proactively chosen to receive the service interventions they are being prescribed and will have varying complexity levels, (low, medium or high complexity) tenderers should describe their approach to managing the complexity and volume of demand (as more particularly described in the Specification at Section 2.2) that they may face when delivering the Services. As part of their response to this question, Tenderers are to demonstrate (as a minimum):* the capacity (in terms of staffing resource available to deliver the Services); capability (in terms of knowledge, skills and experience to deliver the Services, as set out in the Specification); and systems and processes, build capacity and ensure resilience in Service provision, in order to withstand reasonable pressures relating to such demand and adapt to changes to the levels or complexity of demand in the Services;
* Demonstrate how the service will manage referrals and maintain engagement with PoP/PiP
* How the service will best ensure PoP engage with the model.
* How the staffing levels (based on anticipated numbers (ITT), opening times, any out of hours support, group sessions, co-location and support offer

 Tenders should provide a single A4 page organogram reflecting their proposed staffing model. please distinguish between employed members of staff and volunteers and how this impacts your model \*\*For information purposes only, not part of the word count. |

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

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| RESPONSE |

Maximum Points Available 5

Maximum word count = 1000 words

## 3.3 Service Insights – 15%

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| The Deputy Mayor values service delivery insights which are clear, meaningful and user friendly and, where necessary, prepared on bespoke basis for the GMCA.As a minimum, Tenderers should describe their approach to the collection, analysis and reporting of Service Insights and provide an example of their proposed Monthly Service Performance Report under this Contract (as described in the Specification at Section 3.3), to demonstrate how they will clearly provide, report on and implement valuable, tactical and strategic insights that can be used to improve the quality and efficacy in the delivery of the under this Contract. |

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| RESPONSE |

Maximum Points Available 5

Maximum word count = 500 words narrative plus maximum 5 slide PowerPoint to demonstrate proposed monthly performance report.

## 3.4 Mobilisation - 10%

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| Effective and timely implementation of the Services and dedicated staffing resource will lay the foundations for the successful development of Wellbeing and integration services in Greater Manchester. The GMCA’s requirements in relation to mobilisation are further described at Section 2.2 of the Specification.As a minimum, Tenderers should describe their approach to mobilisation and provide a mobilisation plan detailing the proposed activities between the Effective Date of the Contract and the Start Date of the Services (as defined in the Contract). Their response and mobilisation plan should set out (but is not limited to), in the context of mobilising the Services with a handover from the pilot which is currently running in GM, the following (including duration of tasks and resources required to ensure success):* + - * Clear leadership and accountability throughout the mobilisation period.
			* The capacity and capability of the Tenderer’s mobilisation team and their respective roles and responsibilities.
			* Stakeholder engagement and communication plan for the staff, partners, and other services.
			* Key workstreams and deliverables to help deliver the Services in line with the Specification.
			* Managing the transition of the pilot.
			* Recruitment and retention of staff strategy.
			* Any equipment and resource planning.
			* Risks management plan.
			* Exit strategy from existing pilot arrangements into mobilisation of the Contract.
			* how they will ensure that the abovementioned priorities are being achieved from the Start Date (as defined in the Contract) and for the duration of the Term (as defined in the Contract). (should this be in the mobilisation element).

  |

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

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| RESPONSE |

Maximum Points Available 5

Maximum word count = 500 words narrative plus a maximum 5 slide PowerPoint to demonstrate proposed mobilisation plan.

## 3.5 Social Value – 15%

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| Our colleagues at Social Value Portal will evaluate your submission on Social Value. Please follow the link below to register and to submit your Social Value response. Please also refer to the Social Value Appendix within the tender pack for further guidance and information.  |

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

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| RESPONSEPlease submit your response via the link below:[https://socialvalueportal.force.com/s/supplierregistration?svpprojectid=8e0-0000-5Kkh6](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsocialvalueportal.force.com%2Fs%2Fsupplierregistration%3Fsvpprojectid%3D8e0-0000-5Kkh6&data=05%7C01%7Candrew.elliott%40greatermanchester-ca.gov.uk%7C2400a4092c644fc801fd08db586a8333%7Ce8d8036ab5f94f3f9d36d7cd740299bb%7C0%7C0%7C638200986716552532%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=j%2B1BjsP1QhBCDP%2BNuJBQCBk%2BMoPMqMJTDJ5E38YC4Ug%3D&reserved=0)  |

# 4. – Supporting Documents

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| Please detail any supporting documentation provided with the Tender response. Each document MUST clearly reference the question it related to. |
| Question Number | Details of Document Attached |
|  |  |
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1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-3)
4. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-4)
5. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-5)
6. see Notes for Completion [↑](#footnote-ref-6)
7. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-7)
8. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-8)