REQUEST FOR QUOTATION

**For the provision of:**

**I Am Greater Campaign (Phase 3)**

**Contract Ref: GMCA 654 (DN 653840)**

Closing Date: 17th February 2023 at 12 Noon

# Section One – Instructions for Completion

##

## **Purpose**

GMCA is seeking a supplier to develop and deliver phase three of the ‘I am greater’ campaign to support ongoing work to tackle violence across Greater Manchester.

The Greater Manchester Violence Reduction Unit (part of Greater Manchester Combined Authority) is inviting agencies to pitch creative ideas to develop and run phase three of the ‘I am greater’ campaign.

The campaign, launched in May 2021, is aimed at young people – initially aged 10-18, then later, aged 13-25 - to support them to be greater than violence.

The campaign focuses on increasing self-esteem, helping young people to achieve their aspirations, and promoting a positive alternative to violence. The strategy of the campaign harnessed ‘values affirmation’ exercises – encouraging young people to identify their values, and to think about when these values will be important to them in the future (e.g., aspirations), to increase levels of self-esteem. The campaign content featured young people from across Greater Manchester and promoted their values and aspirations. The key message of the campaign was ‘Violence isn’t me … I am greater’.

The first phase of the campaign (May 2021) focused on developing artwork, messaging and a series of videos featuring young people (the primary audience), and a series of videos aimed at parents/carers (the secondary audience). The assets and videos were promoted, directing people towards the [campaign website](https://iamgreater.co.uk/), to find out more and take an action to help them achieve their aspirations.

The first phase predominantly focused on the preventative audience (not involved in violence or offending behaviours or the victim of crime) but also included specific activity for audiences involved in or affected by violence, and victims of crime encouraging them to seek help and support.

The second phase of the campaign (March 2022) built on the increase in social unacceptability towards violence and provided young people with advice on how to be active bystanders when specifically violent language is used, to prevent violence from escalating.

Young people were advised to take one of three actions to prevent violence from escalating:

* Be direct – ask their friend to stop - [(1) I Am Greater - Be Direct - YouTube](https://www.youtube.com/watch?v=yvNW_Q8pM5k)
* Distract – encourage their friend to leave the situation - [(1) I Am Greater - Distract - YouTube](https://www.youtube.com/watch?v=r3qAkosyYe4&t=1s)
* Ask for help from another friend, teacher, youth worker or appropriate person – [(1) I Am Greater - Get Help - YouTube](https://www.youtube.com/watch?v=PB80i2CkowA&t=18s)

The successful agency for the third phase will be asked to create and deliver an inspiring follow-on campaign that continues to use bystander theory and provides clear guidance to young people on how to intervene safely, for an overall approximate cost of £49,999k. The campaign will need to be rolled out across Greater Manchester starting in Q1 2023 and running over a period of 6 – 9 months.

## **Organisation of Document**

This document contains five sections:

* Section One – Instructions for Completion;
* Section Two – GMCA Background Information;
* Section Three – Specification;
* Section Four – Supplier Response;
* Section Five – Schedule of Costs and Undertaking

##

## **Instructions for Completion**

It is essential to comply with the following instructions in the preparation and submission of your quotation.

Your written quotation mustbe uploaded to The Chest portal [www.the-chest.org.uk](http://www.the-chest.org.uk) by **17th February 2023 at 12 noon.**

Queries and clarifications relating to this request for quotation should only be made via The Chest portal.

Your quotation must be completed in full and signed and dated. Failure to return a completed quotation will invalidate your submission. Your quotation must be completed in English.

Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated below. The GMCA may accept the quotation at any time within this prescribed period. The GMCA shall, however, not be bound to accept the lowest priced or any quotation.

The standard terms and conditions of GMCA will apply to all orders placed as a consequence of this quotation process. A copy of these can be found at <https://www.greatermanchester-ca.gov.uk/who-we-are/accounts-transparency-and-governance/procurement/>

## **RFQ Return Deadline**

Quotations must be received via **The Chest by 17th February 2023 at 12 noon**, quotations received after this date will be disregarded.

## **Freedom of Information Act (2000)**

The GMCA is a public authority under the Freedom of Information Act 2000 (the “Act”).

As part of its duties under the Act, the GMCA may disclose information to a person making a request unless the information is covered by an exemption under the Act. The GMCA is required to determine whether the public interest in maintaining the exemption from disclosing it outweighs the public interest in disclosing it.

Suppliers must state in their quotation whether or not they consider the information supplied, if disclosed to a third party, would be prejudicial to their commercial interests and if so, the reasons for such a claim. Suppliers should be aware that although such claims and reasons will be taken into consideration by the GMCA when deciding whether to disclose information, the GMCA may still be required to disclose such information so that the GMCA’s statutory obligations are met.

Receipt by the GMCA of any material marked ‘confidential’ or equivalent should not be taken to mean that the GMCA accepts any duty of confidence by virtue of that marking. The GMCA shall not be responsible for any loss, damage, harm or other detriment however caused arising from the disclosure of any of the confidential information under the Freedom of Information Act or other similar legislation or code.

**Evaluation**The Contract will be awarded on the basis of the most economically advantageous submission to the GMCA based on the evaluation criteria of 80% Technical, 20% Price.

**Technical**

Evaluation of quotations will be completed through assessing the evidence supplied by bidders in Section 4 (supplier response).

**Price**

The financial assessment in Section 5 will be made on a lump sum for the provision of the services as described within this document. The scores will be awarded on the basis of percentage variation between the highest and lowest price with the lowest financial submission receiving the full marks available.

**Timeline**

* Specification sent out to agencies – **31st January 2023**
* Quotations submitted – **17th February 2023**
* Appointment by – **24th February 2023**
* Initial design process and planning, including agreement of evaluation – by **10th March 2023**
* Initial campaign launch – **w/c 3rd April 2023**

 **Scoring**

 Section 4.2 will be scored as pass or fail and supporting evidence will need to be provided.

 For section 4.3, where a maximum of 5 marks are available, the following will apply;

|  |  |
| --- | --- |
| **Score** | **Written Response** |
|  **Score 5 Excellent** | * Excellent answer that comprehensively addresses all key requirements with a high level of GMCA specific detail.
* Solution/processes/methods comprehensively address GMCA’s needs and clearly linked to specification. May contain innovation.
* Excellent evidence of competency.
* Excellent examples and/or supporting evidence provided.
 |
| **Score 4** **Good** | * Good answer that fully addresses all key points with a good level of GMCA specific detail.
* Solution/processes/methods fully address GMCA’s needs and clearly linked to specification.
* Good evidence of competency.
* Good examples and/or supporting evidence provided.
 |
| **Score 3 Satisfactory** | * Satisfactory answer that addresses all key points with a basic level of GMCA specific detail.
* Solution/processes/methods address GMCA’s needs and linked to specification.
* Satisfactory evidence of competency.
* Relevant examples and/or supporting evidence provided.
 |
| **Score 2** **Partial****/Inconsistent**  | * Partial answer that addresses some key points with some GMCA specific detail.
* Solution/processes/methods partially address GMCA’s needs and partially linked to specification.
* Some evidence of competency.
* Some relevant examples and/or supporting evidence provided.
 |
| **Score 1** **Poor** | * Answer that insufficiently addresses key points with GMCA specific detail
* Solution/processes/methods insufficiently address GMCA’s needs and not clearly linked to specification.
* Little evidence of competency.
* Some examples and/or supporting evidence provided.
 |
| **Score 0 Unsatisfactory** | * Unable to assess due to lack of evidence.
* May be non-compliant
* Unsatisfactory level of detail provided
 |

# Section Two – GMCA Background Information

The [Greater Manchester Combined Authority](https://www.greatermanchester-ca.gov.uk/about) (GMCA) was established on the 8th May 2017 with the aim of providing local people more control over issues that affect their area. It is made up of leaders of the ten Greater Manchester Councils and the Mayor, who work with other local services, businesses, communities and other partners to improve the city-region. GMCA serves an area of 2.7 million people.

The region's new powers include:

* more control of local [transport](https://www.greatermanchester-ca.gov.uk/info/20001/transport), with a long-term government budget to help us plan a more modern, better-connected network
* new [planning](https://www.greatermanchester-ca.gov.uk/info/20000/planning_and_housing) powers to encourage regeneration and development
* a new £300m fund for [housing](https://www.greatermanchester-ca.gov.uk/info/20000/planning_and_housing): enough for an extra 15,000 new homes over ten years
* extra funding to get up to 50,000 people back into [work](https://www.greatermanchester-ca.gov.uk/info/20003/skills_and_employment)
* incentives to skills-providers to develop more work-related [training](https://www.greatermanchester-ca.gov.uk/info/20003/skills_and_employment)
* extra budget to [support and develop local businesses](https://www.greatermanchester-ca.gov.uk/info/20004/business_support)
* the role of the Police and Crime Commissioner being merged with the elected [mayor](https://www.greatermanchester-ca.gov.uk/info/20077/the_mayor)
* control of investment through a new 'earn back' funding arrangement which gives us extra money for the region's infrastructure if we reach certain levels of economic growth.
* responsibility for Greater Manchester Fire & Rescue Service

The GMCA vision is to make Manchester one of the best cities in the world through a combination of economic growth, and the reform of public services. This ambition is reflected in a Greater Manchester Strategy. <https://www.greatermanchester-ca.gov.uk/ourpeopleourplace>

# Section Three – Specification

 **Background**

**Objectives**

* To develop and deliver phase three of the ‘I am greater’ campaign to support ongoing work to tackle violence across Greater Manchester.
* To challenge perceptions around violence and reassure young people and communities, and ultimately lead to a change in behaviour.

The campaign should support the VRU’s wider work, including early intervention work with children and young people to prevent them becoming involved in violence and crime, by targeting language and more common behaviours such as bullying and fighting that can be a precursor for more serious violence.

The campaign should fit with the broader VRU communications approach of focusing on positive messaging around aspirations, peace and cohesion and provide positive alternatives to violence.

**Target Audience**

The primary audience for the campaign is young people aged 13 to 18 across the ten boroughs of Greater Manchester. Consideration should be given to how messaging and resources are tailored to sub-groups within this audience.

However we would like the successful agency to also produce messaging and assets for parents and teachers of those in the target age range, particularly in affected communities. Victims and perpetrators of violence should also be considered bearing in mind that these are potentially going to be within the same demographic.

**Insight and statistics**

Key findings from the survey conducted at the mid-point of the ‘I am greater’ campaign are included below, with comparison to the baseline survey – note mid-point sample size was lower than baseline (122 vs. 360).

Audience A – Not involved in violence or offending behaviours nor victims of crime (preventative group)

Audience B – Involved in violence or violence related behaviours

Audience C – Victims of crime

Social unacceptability towards violence:

* *Audience A* - Social unacceptability towards violence did not differ significantly between respondents at baseline and midpoint. However, since baseline, there was a slight decrease in the proportion of respondents that felt they would be safer carrying a knife or a weapon; and those who thought people who use violence get respect. Conversely, there was an increase in the proportion of respondents that agreed that if a person hits you, you should hit them back.
* *Audience B* - Respondents at midpoint had, on average, significantly higher levels of social unacceptability towards violence than respondents at baseline.

Respondents at baseline were significantly more likely to indicate that carrying a knife or weapon would help them to feel safer than respondents at midpoint.

Additionally, there was a decrease in the proportion of respondents that agreed that if a person hits you, you should hit them back; felt it was acceptable to carry a knife or weapon if you live in a rough neighbourhood; and thought doing whatever it takes to protect oneself is okay, from baseline to midpoint.

* *Audience C* - Respondent’s levels of social unacceptability towards violence did not differ significantly between respondents at baseline and midpoint, despite respondents at midpoint having, on average, higher levels of social unacceptability towards violence than respondents at baseline.

However, respondents at midpoint were significantly less likely to indicate that carrying a knife or weapon would help them to feel safer than respondents at baseline.

Perception of neighbourhood safety and crime and prevalence of weapon carrying:

* *Audience A* - Respondents at midpoint felt less safe in their neighbourhood, especially in relation to feeling safe when walking home from a bus or tram stop at night. However, this could be due to the lifting of COVID-19 lockdown restrictions, as a portion of the respondents indicated an increase in crime and people hanging around their neighbourhood since the easing of lockdown restrictions.
* *Audience B* - Although not significant, there were indications that respondents’ perception of neighbourhood safety increased and their perception of prevalent weapon carrying decreased, from baseline to midpoint: the proportion of respondents that perceived prevalent weapon carrying in England generally, their local neighbourhood and their friendship group/social circle, decreased from baseline to midpoint.
* *Audience C* - Perception of neighbourhood safety and prevalence of weapon carrying did not differ significantly between respondents at baseline and midpoint

End point survey currently underway. Findings will be shared with successful agency once analysed.

**Outcomes and/or Outputs and Deliverables**

We want this campaign to:

* Increase awareness of what ‘violence’ is (not just physical)
* Increase awareness of shared values (social unacceptability) towards ‘violence’
* Increase awareness of the actions you can take to de-escalate a situation
* Increase likelihood to take an action

These outcomes will support the broader aims of:

* Reduce the impact of violence on young people and communities
* Reducing fear of violence amongst young people, particularly in public places
* Providing positive alternatives to violence that young people take part in
* Changing perceptions of the need to carry knives and weapons
* Reducing the perceived risk of violence amongst both young people and the wider public (measured before and after) including reassurance of our efforts to stop violence
* Contributing to reductions in harm from violence in young people (measured through police, A&E and ambulance, hospital admission and other data being gathered)

It should do this by:

* Promoting positive messages about the majority of young people based on what young people feel is important during engagement
* Involvement of different groups of young people at all stages, including working with the Greater Manchester Youth Combined Authority and existing youth groups, focus groups and digital research
* Providing effective resources for educational establishments and youth groups

The campaign should also demonstrate the VRU’s commitment to listen to and use what young people feel and experience in responding to these issues and provide opportunities for young people to take part in all stages of the design and delivery for their own personal development and to support existing projects and groups.

The campaign should leave a legacy of materials and experience to support ongoing work with young people and stimulate positive activities and engagement opportunities.

Measures of progress, reach and success will be developed with the provider(s) but will likely include the following:

* Number of online hits, shares, engagements etc. as appropriate
* Viewing online videos and engagement with other campaign materials /articles/ activities
* Reach (including early engagement) to young people guardians / parents, teachers, youth services / youth group staff, other relevant stakeholders
* Digital interactive feedback
* Face-to-face interactive feedback (targeted groups and individuals – young people and adults)
* Survey data
* Data analysis of incidents of serious violence crime

**Campaign messaging and tone**

Messaging and tone should be consistent with previous phases of the ‘I am greater’ campaign.

Given the target audience is primarily young people, the campaign needs to be engaging, non-patronising, yet powerful enough to cut through to the audience, and co-produced and evidence based.

We also want the messaging to be positive, tying with Greater Manchester’s ambition to ensure all young people are equipped for life, giving them the skills and opportunities to fulfil their potential and get on in life. Language should focus on ambition and aspiration.

The core elements of the campaign must be able to be adopted by others, including local partners as they develop local resources.

**Campaign key deliverables**

We want to deliver a major campaign across Greater Manchester, using innovative ways to reach our target audience. This will include identifying and utilising the most effective channels to reach and engage with young people, working directly with young people and groups they already utilise. Bids from partners and lead provider models with sub-contracted local or specialist partners are welcome and encouraged.

Outcomes should be tangible and visible to the people of Greater Manchester.

**Toolkit**

From previous phases, we have a suite of materials for stakeholders (police, fire service, local authorities, schools / colleges, community groups of all kinds, etc.) that can be adapted for localised messages and priorities while still maintaining the look and feel of the overall campaign.

This toolkit should be developed as part of phase three.

Updated toolkits for education establishments and parents should also be created.

**Evaluation**

We will also require a baseline and end of campaign insights, learning and evaluation report and presentation that will show reach and impact of the campaign and how it has delivered against agreed outcomes.

The end of phase two survey report could be used to inform/as the baseline.

**Description of the Services Required**

Quotations should detail the method proposed to deliver the outcomes, describing how the outputs and deliverables for this specification will be met. It is expected that this will include the key tasks listed in the scope of work set out above. Quotations should also detail how each key task and / or outcome will be costed, and identify previous related work in this area.

**Contract delivery**

Timescales

The contract will be delivered over a 6-9-month period.

Project Management

Contract delivery will be overseen by Melanie Garry, VRU Communications Manager.

Price

The budget for this commission has been set at a maximum of £49,999.

Value for money and social value will be an evaluative criteria and prospective agencies are encouraged to consider how they might evidence this.

Payment

Milestone payments are GMCA preferred approach.

Payment will be made monthly upon production of progress reports as per the agreed milestones.

## **Social Value**

GMCA are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same.  In accordance with the Social Value Act 2012 we must consider social value in all our decisions.

As we rebuild our economy in Greater Manchester during and following the crisis caused by COVID-19, it is increasingly important to secure the maximum possible value from every pound of public money that we spend.

This means GMCA will ensure every contract achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and economy, whilst minimising damage to the environment.

GMCA’s Social Value Framework has six priorities as shown in the diagram below. Further information on how suppliers can contribute to each can be found GMCA’s website:

<https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/>

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**We are committed to and we expect our suppliers to be committed to:**

* + supporting the local economy, including through any sub-contracting;
	+ reducing demand for public services and including appropriate incentives in contracts, such as contract extension opportunities for suppliers who effectively reduce demand;
	+ supporting the community and voluntary sector through our suppliers and contracts;
	+ robust enforcement in cases where suppliers fail to deliver agreed outcomes;
* working positively with suppliers to deliver the maximum possible social value together (e.g. we might offer a supplier discounted use of our buildings in order to enable district-based delivery of services across the region);
* paying our suppliers promptly;
* endorsing / promoting suppliers who engage successfully and positively with our social value approach to procurement;
* upholding and maintaining our ISO14001 environmental management system accreditation;
* consider formally adopting the **Real** **Living** **Wage** as a minimum.

## **Modern Slavery Act 2015**

As part of Local Government, the GMCA recognises that it has a responsibility to take a robust approach to slavery and human trafficking. In addition to the GMCA’s responsibility as an employer, it also acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015. The GMCA is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The GMCA requires that all direct suppliers, service suppliers and contractors to the GMCA are absolutely committed themselves to preventing slavery within their own activities and through their supply chain which includes manufacturers, and producers.

**SMEs**

The GMCA is committed to supporting the Government’s small and medium-sized enterprise (SME) initiative; its aspiration is that 25% of spend, direct and through the supply chain, goes to SMEs by 2015. Suppliers are encouraged to work with the GMCA to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government’s Crown Representative for, a link to the definition of an SME and details on the SME initiative <https://www.gov.uk/government/policies/buying-and-managing-government-goods-and-services-more-efficiently-and-effectively/supporting-pages/making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>

**Information Governance**

Since the introduction of the GDPR (General Data Protection Regulation) and the updated Data Protection Act in 2018, organisations are now held more accountable for their technical and organisational measures in relation to their security and protection of data, particularly data that identifies individuals (personal data).

When working with new suppliers/providers, the GMCA have a required Data Protection standard which must be evidenced through relevant policies and procedures. As a minimum we would expect your policies and procedures to be up to date with the changes that were made from the previous Data Protection Act 1998, and reflect the key areas of emphasis GDPR introduced, such as; updated data protection principles, reinforced individual rights, an up to date information security policy, data processing procedures and controls, and staff training on all of the above.

More information about the changes of GDPR and what is required from organisations can be found on the ICO (Information Commissioner’s Office) website: <https://ico.org.uk/for-organisations/>

When in application for a tender/ RFQ, you must provide a copy of your policies/procedures or at least direct references to them to evidence the above. Without this, you will not pass the minimum standard we require to consider the rest of your application

# Section Four – Supplier Response

**4.1 Company Information**

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| 1 | Full name of the potential supplier submitting the information |  |
| 2 | Registered office address (if applicable) |  |
| 3 | Registered website address (if applicable) |  |
| 4 | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 5 | Date of registration in country of origin |  |
| 6 | Company registration number (if applicable) |  |
| 7 | Charity registration number (if applicable) |  |
| 8 | Head office DUNS number (if applicable) |  |
| 9 | Registered VAT number  |  |
| 10 | Contact Name |  |
| 11 | Contact email for bid correspondence and outcome |  |

**4.2 Pass/Fail Questions**

**4.2.1 Insurance**

Please confirm below that you hold the following insurance levels:

Employer’s (Compulsory) Liability Insurance = £10 million

**\* Yes/No** (please delete as applicable)

It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

Public Liability Insurance = £10 million

**\* Yes/No** (please delete as applicable)

Professional Indemnity Insurance = £5 million

**\* Yes/No** (please delete as applicable)

If successful, suppliers will be expected to provide evidence of a valid insurance policy.

**4.2.2 Safeguarding**

(a) Does your organisation have a Safeguarding Vulnerable Adults and Children’s Policy?

**\* Yes/No** (please delete as applicable)

If successful, suppliers will be asked to provide copies of their policy documents.

(b) Does your organisation ensure all checks with the Disclosure Barring Service (DBS) are undertaken on all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff) prior to working for your organisation?

 **\* Yes/No** (please delete as applicable)

(c) How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members?

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(d) Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members

**\* Yes/No** (please delete as applicable)

(e) Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts?

**\* Yes/No** (please delete as applicable)

**4.2.3 Social Value**

Please self-certify that you will be willing to support the GMCA in its obligations under the Social Value Act 2012 which requires Public Authorities to consider economic, social and environmental well-being of their area when undertaking public procurement, and that you will support the Social Value Objectives of the GMCA Social Value Policy.

**\*Yes / No**  (please delete as applicable)

**4.2.4 Health & Safety**

**(a)** Does your company have a written Health & Safety at Work Policy?

**\* Yes/No** (please delete as applicable)

If you have answered **Yes** to **4.2.4 (a),** you must return a signed and in date copy of your current policy.

**Enclosed \*Yes /No**

* + - 1. If you have answered **No** to **4.2.4 (a)**, you are either a sole trader, or your company employs less than five people, and you are required to sign and date the following statement;

The following statement of intent says what your commitment to health and safety is and how you are going to manage it. The most senior person in the business must sign and date the statement.

* I am committed to ensuring the safety of myself and my employees, customers and anyone else affected by my business' activities
* I will assess the health and safety risks to myself, my employees and anyone else affected by my business' activities and ensure as far as is reasonably practicable their Health and safety
* I acknowledge that all employees are responsible for taking care of their own health and safety and that of anyone else affected by my business' activities
* I recognise the legal duties my business is bound by and will provide a safe working environment, safe work equipment and safe methods of work
* I will ensure that all emergency arrangements (fire safety, first aid etc) are in place to ensure the safety of myself, my employees anyone else affected by my business' activities
* I will ensure that I provide all staff with information instruction and training in line with our work activities
* I will provide sufficient funding to support the health and safety requirements of my business.
* I acknowledge that I have the ultimate responsibility for health and safety in my business

If the number of persons employed in my company increases to 5 or more, I agree to inform GMCA of the changes immediately.

|  |
| --- |
| I agree to comply with the conditions as set out in the above Statement of Intent |
| Signed |  |
| Job Title |  |
| Date |  |

* + - 1. **Accreditation**

 Are you accredited with the appropriate Health & Safety body for your trade or profession?

**\* Yes/No** (please delete as applicable)

 If you have answered **Yes** to **4.2.4 (c)** please enclose a copy of your current certificate. **Enclosed \*Yes /No**

* + - 1. **Safe Working Procedures**

Please submit examples of any written safe working procedures or method statements relevant to this application. **Enclosed \*Yes /No**

* + - 1. **Risk Assessments**

Please submit current, signed and dated, examples of written Risk Assessments relevant to this application. (For example: COSHH, Noise, Manual Handling, PPE, Lone Working). **Enclosed \*Yes /No**

 **(f)** **Training and Competence**

Who is the named person within your organisation responsible for Health and Safety, and how are they professionally competent?

|  |
| --- |
|  |

You must provide copies of professional certificates where these are appropriate. If you use an outside consultancy, they must provide all the necessary information. **Enclosed \*Yes /No**

Please submit current example certificates demonstrating general employee competence. **Enclosed \*Yes /No**

**(g) Accidents & Incidents**

Please provide a written copy of your accident recording and reporting procedures. **Enclosed \*Yes /No**

Please submit your accident statistics for the last 12 months.

|  |
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|  |

**(h) Statutory Compliance**

During the last 3 years, has your organisation been prosecuted for contravening the Health & Safety at Work Act 1974 or any other health & safety legislation?

**\* Yes/No** (please delete as applicable)

If your answer to **4.2.4 (h)** is **Yes**, please confirm the dates(s) and details of the prosecution and details of the remedies you have taken as a consequence of the finding?

|  |
| --- |
|  |

* + 1. During the last 3 years, has your organisation been served with any Improvement or Prohibition Notices by the Health & Safety Executive?

**\* Yes/No** (please delete as applicable)

If your answer to **4.2.4 (i)** is **Yes**, please confirm the date(s) and details of the notices issued and details of the remedies you have taken as a consequence of the notice served.

|  |
| --- |
|  |

**(j)** **Subcontractors**

Where subcontractors are being used please provide details of how they are assessed to ensure competency and compliance with Health & Safety requirements.

|  |
| --- |
|  |

**Please note that in addition to the above questions:**

The GMCA reserves the right to carry out Health & Safety inspection visits of contractors as part of the procurement process. These visits would be undertaken prior to the selection of successful bidders.

Following the contract being awarded the GMCA is at liberty to carry out on-site Health & Safety monitoring and inspection visits.

All documentation submitted (E.g. risk assessments etc) must be under the name of the quoting company and any documentation submitted in any other company name will be disregarded.

**4.3 Evaluation Questions**

**Sections 4.3 & 5** will be evaluated on the basis of **the most economically advantageous** offer to the GMCA.

**Evaluation Stages**

**The evaluation stages are highlighted below**

1. Desktop evaluation of section 4.1 and 4.2 Company information & Policies – All suppliers are required to complete.
2. Desktop evaluation of section 4.3 Evaluation Questions – Please complete all sections
3. Pricing Evaluation - Section 5 Pricing submissions for the project.

The evaluation criteria, and the associated weightings, which will be utilised in the section 4 technical assessment are:

|  |  |  |
| --- | --- | --- |
| **Question ref** | **Detail** | **% weighting** |
| **4.3.1** | **Methodology** | **30%** |
| **4.3.2** | **Stakeholder Engagement** | **30%** |
| **4.3.3** | **Social Value** | **10%** |
| **4.3.4** | **Information Governance** | **10%** |
| **5.0** | **Schedule of Costs** | **20%** |

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

**Weighted Questions**

**4.3.1** **Methodology – 30%**

Please provide creative ideas as to how you would fulfil the campaign deliverables and campaign outcomes as described in the specification at section 3.

Please provide visual examples of creative concepts in this space.

(2000 words max).

**Weighting: 30%**

 **Response:**

* + 1. **Stakeholder Engagement - 30%**

Please outline how you would involve young people in that process, what innovative tools you would use to deliver the campaign, and how you would evaluate it.

(2000 words max).

**Weighting: 30%**

**Response:**

**4.3.3 Social Value – 10%**

The GMCA is committed to delivering social value through procurement and has adopted the GMCA Social Value Policy and Framework.

The Policy included in this pack provides details and evidence of how, through the award of this contract your organisation will contribute to GM’s Social Value policy over the lifespan of this contract

With the nature of your organisation the GMCA have identified suggestions of areas where social value could be achieved, these are purely suggestions and we are open to innovation and alternative suggestions.

• Provide the best employment that you can

• Be part of a strong local community

• Make your organisation greener

Please provide details of how your organisation will demonstrate social value in operation of this contract

Alternative social value responses that sit outside of the themes in the GMCA Social Value Policy are also welcomed.

(1000 words max).

**Weighting: 10%**

**Response:**

* + 1. **a ) Information Governance** ***–* 5%**
1. Describe how your organisation will meet contractual data protection requirements as well as recognised industry security standards for preserving the confidentiality, integrity and availability of personal information. Describe the high level governance controls (including assignment of responsibilities at Board level). As well as the physical, personnel, procedural and technical controls embedded within your organisation (including the equivalent controls placed on any external ICT system host/supplier). Ensuring you evidence your organisation's relevant policies and procedures and processes for evaluating compliance.

Your response should include (but not limited to) aspects associated with the headings listed below:

* information risk management regime
* secure system configuration and network security
* system assurance and monitoring
* Sub-Contractor selection and evidencing data protection compliance
* pre employment screening checks/vetting
* verifying user identity and user access privileges
* user induction, education and awareness and frequency
* rules governing acceptable use of information assets
* retention, storage and destruction
* secure transmission of personal data on paper or electronically
* removable media controls
* home and mobile working
* protocols governing the protection and disclosure of personal information
* incident management
* malware prevention
* business continuity management

**Notes**

Bidders must provide the relevant policies to support their response and therefore only provide a summary of their overall approach.  Bidders **MUST** highlight the relevant sections applicable to the headings above.

(750 words max)

**Weighting 5%**

**Response:**

**4.3.4 b)Information Governance Weighting 5%**

**(b) 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 relating to ICT systems used in the delivery of your service?

Please state which accreditations or certifications are held.

**ii)** Please confirm that you are willing and able to update all relevant privacy notices for the purposes of this contract.

**Notes**

Bidders should supply a copy of the current accreditation.

(500 words max)

**Weighting 5%**

**Response:**

# Section Five – Schedule of Costs and Undertaking

I/We the undersigned hereby offer to provide the goods and/or services described or referred to in this quotation documentation for the following costs, exclusive of value added tax:

(All costs to be quoted in pounds sterling and exclusive of V.A.T.)

Please provide a breakdown of costs over the project period in line with the scope of work.

The financial evaluation will be based on the total price provided.

**The budget for this commission has been set at a maximum of £49,999. Bidders should provide competitive bids but not exceed the maximum budget figure of £49,999.**

|  |  |  |
| --- | --- | --- |
|  | Description of Goods/Services | UNIT COST (excl. V.A.T) **£ : p** |
|  |  | £ |
|  | **TOTAL:** | £ |

The above costs must include delivery to GMCA premises and all travelling/subsistence, expenses and disbursements.

**Weighting: 20%**

I/We hereby offer to supply the above mentioned goods and/or services on the GMCA’s Standard Conditions of Contract and confirm that we have read, understood and agree to be bound by the GMCA’s Terms and Conditions for all orders placed as a result of this quotation process.

|  |  |
| --- | --- |
| Signed |  |
| Name (Block Capitals) |  |
| Designation |  |
| For and on behalf of |  |