

TORBAY COUNCIL

Part 5 Mandatory Criteria

Contract Reference

TTDA0223

Contract Title

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

Maximum Period of Contract

27 Months All Lots

Return Date

Thursday 16 February 2023

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two Award – Mandatory Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

Please Note: Where you are required to provide a narrative response your response should be written in English, in sentences with spaces between the words. Symbols or any other characters inserted between words instead of spaces is not acceptable. Any information that exceeds the word limits stated or that is not provided in the correct format will be redacted from your response and will be excluded from the evaluation.

Section A. Applicable Lots

All Applicants are required to complete this Section.

Lot Number and Name	Response
Lot 1 - E13: Community measures to reduce the cost of living	Choose an item.
Lot 2 - E20: R&D grants supporting innovation, product and service development / E23: Strengthening local entrepreneurial systems	Choose an item.
Lot 4 - E29: Supporting decarbonisation and improving the natural environment	Choose an item.

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

All Applicants are required to complete this Section to indicate which Lots they are bidding for, by indicating Yes or No against each of the Lots. This section will be evaluated on the basis that the Applicant has clearly identified the Lots which they are bidding for.

Section B. Questions Applicable to All Lots

Question Number	Question	Response
B1.	Climate Emergency	
	B1.1 Please confirm that your organisation can satisfy all of the requirements set out in section B3 of Part 2 Specification.	Choose an item.

	<p>B1.2 Please confirm that you have submitted your Environmental Policy and action plan for the reduction of negative environmental impacts as part of your Tender response.</p>	<p>Choose an item.</p>
<p>Minimum Requirement</p> <p>That the Applicant provides a response to these questions.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement, supported by the provision of your Environmental Policy and action plan for the reduction of negative environmental impacts.</p> <p>Evidencing Compliance</p> <p>You are required to submit your Environmental Policy and action plan for the reduction of negative environmental impacts as part of your tender response.</p>		
<p>B2. Health and Safety</p>		
	<p>B2.1 Please confirm whether you will comply with the requirements set out in sections B4 of Part 2 Specification and the requirements of Appendix F Council Health and Safety Policy Statement.</p>	<p>Choose an item.</p>
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>		
<p>B3. Invoicing</p>		
	<p>B3.1 Please confirm whether you will comply with the requirements set out in section B5 of Part 2 Specification.</p>	<p>Choose an item.</p>

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.

Evidencing Compliance

You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.

B4. Business Continuity

B4.1 Please confirm that you will comply with the requirements set out in section B6 of Part 2 Specification.

Choose an item.

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.

Evidencing Compliance

You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.

Section C. Questions Applicable Only to Lot 1 - E13: Community measures to reduce the cost of living

Question Number	Questions	Response
C1.	<p>Safer Recruitment</p> <p>C1.1 Please confirm whether you will comply with the requirements set out in section B1 of Part 2 Specification.</p> <p>Minimum Requirement That the Applicant provides a response to this question.</p> <p>Evaluation Criteria This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.</p> <p>Evidencing Compliance You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant maybe required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	Choose an item.
C2.	<p>Data Protection</p> <p>C2.1 Please confirm whether you will be processing any form of Contract Personal Data in delivering this project? <i>If you have answered Yes please complete the rest of this section.</i></p>	Choose an item.

C2.2 Please confirm whether you will comply with the requirements set out in section B2 of Part 2 Specification.	Choose an item.	
C2.3 Please complete the table below.		
Please identify your role	Data Controller responsible for determining the purposes for which and the means by which Contract Personal Data is processed	Choose an item.
	Joint Data Controller responsible with another Data Controller (e.g. the Council) for determining the purposes for which and the means by which Contract Personal Data is processed.	Choose an item.
	Data Processor acting on behalf of the Council in respect of the processing of Contract Personal Data described below.	Choose an item.
	Sub-Processor another processor engaged by the Data Processor to process Contract Personal Data on its behalf.	Choose an item.
Please describe the subject matter of the processing (e.g. processing of the contract personal data in connection with the provision of services)		

	<p>Please describe the duration of the processing <i>(e.g. by reference to a fixed period, or the term of the Contract)</i></p>	
	<p>Please describe the nature and purpose of the processing <i>(e.g. "Hosting of HR data in UK-based servers)</i></p>	
	<p>Please describe the type of personal data processed <i>(e.g. HR data including employee name, employee ID number, role, salary details, bank details, home address etc.)</i></p>	
	<p>Please describe the categories of data subjects <i>(e.g. staff, clients/service users, third party contractors)</i></p>	
	<p>Please describe the means of processing the data</p>	
	<p>Where applicable please provide details of approved sub-processors you will use under the Contract and in each case:</p> <ul style="list-style-type: none"> • Nature and purpose of processing • Location of processing 	

	<p>Please provide details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms</p>	
	<p>Please provide details of the technical and organisational measures in place to protect contract personal data</p>	
	<p>Minimum Requirement</p> <p>That the Applicant provide a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether the requirement is applicable to your project and where it is applicable that you confirm you will meet the requirements and have completed the table at question C2.3. A No response to question C2.1 or a Yes response to questions C2.1 and C2.2 and completion of the table at question C2.3 will be deemed a Pass. Where you have responded Yes to question C2.1 and have responded No to question C2.2 and/or have not fully completed the table at question C2.3 your response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You must complete the table at question C2.3 and may be asked to provide your Data Protection Policy to evidence compliance prior to Contract commencement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	
<p>C3. Council Branding</p>		
	<p>C3.1 Please confirm that you will comply with the requirements set out in section B7 Use of Council Branding of Part 2 Specification. Please provide details in the response evidence section of how you intend to use the Council Branding under this Contract.</p>	<p>Choose an item.</p>

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.]

Evidencing Compliance

You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.

C4. Outputs and Outcomes

C4.1 Please complete the table below with details of the outputs and outcomes you will deliver through the project and when they will be achieved.

	Torbay Programme Target (minimum)	2023/2024				2024/2025				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output										
Number of households supported to take energy	200									

efficiency measures (numerical value)											
Number of people reached (numerical value)	450										
Outcome											
Increased take up of energy efficiency measures (% increase)	5.00%	%	%	%	%	%	%	%	%	%	%
<p>Minimum Requirement / Evaluation Criteria</p> <p>This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must complete the table in full and indicate that you will meet the minimum Torbay Programme Target. A response will be deemed a Fail if you do not fully complete the table or do not identify across one or more of the outputs or outcomes that you will meet the minimum Torbay Programme Target.</p>											

Section D. Questions Applicable Only to Lot 2 - E20: R&D grants supporting innovation, product and service development / E23: strengthening local entrepreneurial systems

Question Number	Questions	Response
D1.	<p data-bbox="344 485 622 517">Safer Recruitment</p> <p data-bbox="344 560 1742 635">D1.1 Please confirm whether you will comply with the requirements set out in section B1 of Part 2 Specification.</p> <p data-bbox="344 676 694 708">Minimum Requirement</p> <p data-bbox="344 730 1131 762">That the Applicant provides a response to this question.</p> <p data-bbox="344 788 631 820">Evaluation Criteria</p> <p data-bbox="344 842 2042 959">This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.</p> <p data-bbox="344 984 707 1016">Evidencing Compliance</p> <p data-bbox="344 1038 1951 1155">You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant maybe required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	<p data-bbox="1935 560 2060 635">Choose an item.</p>

D2.**Data Protection**

These questions relate to section B2 Data Protection of Part 2 Specification.

D2.1 Please confirm whether you will be processing any form of Contract Personal Data in delivering this project? <i>If you have answered Yes please complete the rest of this section.</i>	Choose an item.	
D2.2 Please confirm whether you will comply with the requirements set out in section B3.1 of Part 2 Specification.	Choose an item.	
D2.3 Please complete the table below.		
Please identify your role	Data Controller responsible for determining the purposes for which and the means by which Contract Personal Data is processed	Choose an item.
	Joint Data Controller responsible with another Data Controller (e.g. the Council) for determining the purposes for which and the means by which Contract Personal Data is processed.	Choose an item.
	Data Processor acting on behalf of the Council in respect of the processing of Contract Personal Data described below.	Choose an item.
	Sub-Processor another processor engaged by the Data Processor to process Contract Personal Data on its behalf.	Choose an item.

	<p>Please describe the subject matter of the processing (e.g. <i>processing of the contract personal data in connection with the provision of services</i>)</p>	
	<p>Please describe the duration of the processing (e.g. <i>by reference to a fixed period, or the term of the Contract</i>)</p>	
	<p>Please describe the nature and purpose of the processing (e.g. <i>"Hosting of HR data in UK-based servers"</i>)</p>	
	<p>Please describe the type of personal data processed (e.g. <i>HR data including employee name, employee ID number, role, salary details, bank details, home address etc.</i>)</p>	
	<p>Please describe the categories of data subjects (e.g. <i>staff, clients/service users, third party contractors</i>)</p>	
	<p>Please describe the means of processing the data</p>	
	<p>Where applicable please provide details of approved sub-processors you will use under the Contract and in each case:</p> <ul style="list-style-type: none"> • Nature and purpose of processing • Location of processing 	

	<p>Please provide details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms</p>	
	<p>Please provide details of the technical and organisational measures in place to protect contract personal data</p>	
<p>Minimum Requirement</p> <p>That the Applicant provide a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether the requirement is applicable to your project and where it is applicable that you confirm you will meet the requirements and have completed the table at question C2.3. A No response to question C2.1 or a Yes response to questions C2.1 and C2.2 and completion of the table at question C2.3 will be deemed a Pass. Where you have responded Yes to question C2.1 and have responded No to question C2.2 and/or have not fully completed the table at question C2.3 your response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You must complete the table at question C2.3 and may be asked to provide your Data Protection Policy to evidence compliance prior to Contract commencement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>		
<p>D3. Council Branding</p>		
	<p>D3.1 Please confirm that you will comply with the requirements set out in section B7 Use of Council Branding of Part 2 Specification. Please provide details in the response evidence section of how you intend to use the Council Branding under this Contract.</p>	<p>Choose an item.</p>

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.]

Evidencing Compliance

You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.

D4. Outputs and Outcomes

Please complete the table below with details of the outputs and outcomes you will deliver through the project and when they will be achieved.

	Torbay Programme Target (minimum)	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output											
E20: Number of businesses	9										

receiving grants (numerical value)												
E23: Number of businesses receiving non- financial support (numerical value)	110											
Outcome												
E20: Increased amount of investment (£)	£200,000	£	£	£	£	£	£	£	£	£	£	£
E20: Number of businesses introducing new products to the firm (numerical value)	9											
E20: Number of businesses adopting new to the firm technologies or processes (numerical value)	5											

E20: Number of R&D active businesses (numerical value)	9											
E20: Number of R&D active businesses (numerical value)	7											
E23: Jobs created (numerical value)	20											
E23: Jobs safeguarded (numerical value)	50											
E23: Number of new businesses created (numerical value)	10											
E23: Number of businesses introducing new products to the firm (numerical value)	10											

	E23: Number of businesses with improved productivity (numerical value)	50										
	E23: Number of businesses engaged in new markets (numerical value)	15										

Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must complete the table in full and indicate that you will meet the minimum Torbay Programme Target. A response will be deemed a Fail if you do not fully complete the table or do not identify across one or more of the outputs or outcomes that you will meet the minimum Torbay Programme Target.

Section E. Questions Applicable Only to Lot 3 – Support decarbonisation and improving the natural environment

Question Number	Question	Response
E1.	<p>Safer Recruitment</p> <p>E1.1 Please confirm whether you will comply with the requirements set out in section B1 of Part 2 Specification.</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant maybe required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	Choose an item.
E2.	<p>Data Protection</p> <p>E2.1 Please confirm whether you will be processing any form of Contract Personal Data in delivering this project? <i>If you have answered Yes please complete the rest of this section.</i></p>	Choose an item.

	E2.2 Please confirm whether you will comply with the requirements set out in section B2 of Part 2 Specification.	Choose an item.								
	E2.3 Please complete the table below.									
	Please identify your role	<table border="1"> <tr> <td data-bbox="1155 359 1832 515">Data Controller responsible for determining the purposes for which and the means by which Contract Personal Data is processed</td> <td data-bbox="1832 359 2085 515">Choose an item.</td> </tr> <tr> <td data-bbox="1155 515 1832 751">Joint Data Controller responsible with another Data Controller (e.g. the Council) for determining the purposes for which and the means by which Contract Personal Data is processed.</td> <td data-bbox="1832 515 2085 751">Choose an item.</td> </tr> <tr> <td data-bbox="1155 751 1832 908">Data Processor acting on behalf of the Council in respect of the processing of Contract Personal Data described below.</td> <td data-bbox="1832 751 2085 908">Choose an item.</td> </tr> <tr> <td data-bbox="1155 908 1832 1061">Sub-Processor another processor engaged by the Data Processor to process Contract Personal Data on its behalf.</td> <td data-bbox="1832 908 2085 1061">Choose an item.</td> </tr> </table>	Data Controller responsible for determining the purposes for which and the means by which Contract Personal Data is processed	Choose an item.	Joint Data Controller responsible with another Data Controller (e.g. the Council) for determining the purposes for which and the means by which Contract Personal Data is processed.	Choose an item.	Data Processor acting on behalf of the Council in respect of the processing of Contract Personal Data described below.	Choose an item.	Sub-Processor another processor engaged by the Data Processor to process Contract Personal Data on its behalf.	Choose an item.
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Sub-Processor another processor engaged by the Data Processor to process Contract Personal Data on its behalf.	Choose an item.									
	<table border="1"> <tr> <td data-bbox="331 1061 1144 1212">Please describe the subject matter of the processing (e.g. processing of the contract personal data in connection with the provision of services)</td> <td data-bbox="1144 1061 2085 1212"></td> </tr> </table>		Please describe the subject matter of the processing (e.g. processing of the contract personal data in connection with the provision of services)							
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	<p>Please describe the duration of the processing (e.g. by reference to a fixed period, or the term of the Contract)</p>	
	<p>Please describe the nature and purpose of the processing (e.g. "Hosting of HR data in UK-based servers)</p>	
	<p>Please describe the type of personal data processed (e.g. HR data including employee name, employee ID number, role, salary details, bank details, home address etc.)</p>	
	<p>Please describe the categories of data subjects (e.g. staff, clients/service users, third party contractors)</p>	
	<p>Please describe the means of processing the data</p>	
	<p>Where applicable please provide details of approved sub-processors you will use under the Contract and in each case:</p> <ul style="list-style-type: none"> • Nature and purpose of processing • Location of processing 	
	<p>Please provide details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms</p>	

	<p>Please provide details of the technical and organisational measures in place to protect contract personal data</p>	
	<p>Minimum Requirement</p> <p>That the Applicant provide a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether the requirement is applicable to your project and where it is applicable that you confirm you will meet the requirements and have completed the table at question C2.3. A No response to question C2.1 or a Yes response to questions C2.1 and C2.2 and completion of the table at question C2.3 will be deemed a Pass. Where you have responded Yes to question C2.1 and have responded No to question C2.2 and/or have not fully completed the table at question C2.3 your response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You must complete the table at question C2.3 and may be asked to provide your Data Protection Policy to evidence compliance prior to Contract commencement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	
<p>E3. Council Branding</p>		
	<p>E3.1 Please confirm that you will comply with the requirements set out in section B7 Use of Council Branding of Part 2 Specification. Please provide details in the response evidence section of how you intend to use the Council Branding under this Contract.</p>	<p>Choose an item.</p>

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply to the Lots you are bidding for, a N/A response will be deemed a Pass.]

Evidencing Compliance

You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.

E4. Outputs and Outcomes

Please complete the table below with details of the outputs and outcomes you will deliver through the project and when they will be achieved.

	Torbay Programme Target (minimum)	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output											
Number of businesses receiving non-	96										

financial support (numerical value)												
Number of businesses receiving grants (numerical value)	40											
Number of decarbonisation plans developed	96											
Outcome												
Jobs created (numerical value)	30											
Jobs safeguarded (numerical value)	40											
Number of new businesses created (numerical value)	20											
Number of businesses adopting new to the firm technologies or	20											

processes (numerical value)												
--------------------------------	--	--	--	--	--	--	--	--	--	--	--	--

Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must complete the table in full and indicate that you will meet the minimum Torbay Programme Target. A response will be deemed a Fail if you do not fully complete the table or do not identify across one or more of the outputs or outcomes that you will meet the minimum Torbay Programme Target.