

Part 2 Response

Contract Reference

TTDA5323

Contract Title

**UK Shared Prosperity Fund - People and Skills
and
Sector Pathways Programme Delivery**

Maximum Period of Contract

2 years (dependant on which Lot is awarded)

Return Date

Friday 02nd February 2024

Return Time

No later than 12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

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A Certificates and Declarations

Applicants are required to read this section thoroughly and confirm their acceptance of and compliance with the requirements laid out in sections A1 to A6, by providing their signature at section A7.

A1 Torbay Council Conditions of Tender

1. Tenders are invited for the supply of the goods or services specified or described in the invitation. Tenders with conditions of contract duly completed and marked with the title of the procurement must be returned electronically through Supplying the South West (ProContract). Tenders must be returned by the date and time stated on the front page of the procurement documents. Tenders received after the time stated or not properly completed will be rejected as non-compliant. Facsimile and emailed copies will not be accepted.
2. The Contract shall be subject to the Authority's Conditions of Contract, included in these Tender Documents. Wherever special conditions of Contract are contained in the Invitation to Tender, the Contract shall be subject to those special conditions in addition to the Standard Conditions of Contract, and where those special conditions are inconsistent with the Authority's Standard Conditions of Contract, the special conditions shall prevail. Offers by Applicants qualified in any way or made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Tenders bearing such alterations will not be considered.
3. The Authority does not bind itself to accept the lowest or any Tender and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as Tendered for separately.

4. To Torbay Council

I / We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (or perform the services), on such terms and conditions and in accordance with such specifications (if any), as are contained or incorporated in the Invitation to Tender. I / We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.

A2 Certificate of Confidentiality

I / We hereby agree with the Authority that I / we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.

It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.

A3 Applicant's Warranties

In submitting their Tender the Applicant warrants, represents and undertakes to the Authority that it:

- (a) Has not done any of the acts or matters referred to in Regulation 57 of the Public Contracts Regulations 2015 and has complied in all respects with the requirements; and
- (b) Has full power and authority to enter into the Contract and provide the goods, services or works and will, if requested, produce evidence of such to the Authority; and
- (c) Is of sound financial standing and the Applicant and its partners, directors, officers and employees are not aware of any circumstances (except those disclosed in the audited accounts or other financial statements submitted to the Authority by the Applicant) which may adversely affect such financial standing in the future.

A4 Pricing Schedule Declaration (if applicable)

I / We offer to supply the goods, works or services as per the pricing in the Pricing Submission document appended to our submission, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

A5 Certificate of Undertaking and Absence of Collusion or Canvassing

I / We the undersigned do hereby certify that:

- (a) My / Our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;
- (b) I / We have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;

- (c) I / We shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;
- (d) I / We have not offered 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 or proposed Tender for the said work any act or thing of the nature specified and described above.
- (e) I / We hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I / We further undertake that I/we will not do any of the acts mentioned in (b), (c) (d) and (e) above before the hour and date specified for the return of the Tender.

A6 Freedom of Information Exclusion Schedule

Applicants' attention is drawn to the Conditions of Tender and Terms and Conditions of the Contract.

As a public body the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information.

The Authority shall treat all Applicant's responses as confidential during the Tender process, but may receive requests for information after the Contract has been awarded which it will need to consider, applying the principles of the FOIA. More information is available from: www.ico.org.uk

Applicants are advised to refer to the FOIA to determine what they are entitled to identify as confidential or commercially sensitive. Simply stating that the entire document is confidential or commercially sensitive is unlikely to be acceptable and Applicants should note that ultimate disclosure of information is at the sole discretion of the Authority. While the Authority aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Applicants are responsible for ensuring that any confidential or commercially sensitive information is identified to the Authority below.

Applicants should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the FIOA. Applicants should state why they consider the information to be confidential or commercially sensitive.

Regardless of whether you have designated any of the information in your Tender as confidential or commercially sensitive or not, you must Sign and Date where it asks you to do so at the end of this section. Disclosure of information is at the sole discretion of the Authority.

Commercially Sensitive Information

Is there any information within your Tender you wish to be designated as confidential or commercially sensitive? If you have answered Yes you must complete the table below and provide details on how long this information should be exempt for. Yes ☐ No ☐

I declare that I wish the information detailed in the table below to be designated as confidential or commercially sensitive¹:

Document		Section / Page Number	Details of the Confidential / Commercially Sensitive Information	The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000
RFQ Part 2 Response	Choose an item.			
RFQ Pricing Schedule	Choose an item.			
Appendices	Choose an item.			

The period of time for which it is considered this information should be exempt is (please select **ONE** of the options below):

Until award of Contract ☐

During the period of the Contract ☐

For a period of [insert number of years] years until [insert month and year] ☐

Not Applicable ☐

¹ Applicants may add additional rows to the table if required.

A7 Signature

Organisation name	
Full postal address	
Telephone number	
Signed	
Name (<i>in block capitals</i>)	
In the capacity of (<i>state official position e.g. director, manager etc.</i>)	

B Stage 1: Supplier Suitability Questionnaire

PLEASE NOTE: This supplier suitability questionnaire is applicable to all lots and must be completed in full by all applicants.

B1 Notes for Completion

- B1.1** “You” / “Your” refers to the Applicant completing this Response document i.e. the legal entity responsible for the information provided and who the Council will Contract with. The Applicant 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.
- B1.2** 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 do so in the spaces provided.

B2 Applicant Information and Exclusion Grounds

- B2.1** This Response document is a self-declaration, made by you (the Applicant), that you do not meet any of the grounds for exclusion². If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
- B2.2** A completed declaration at section **Error! Reference source not found.** provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds.
- B2.3** Full details of the mandatory and discretionary exclusion grounds summarised in section B4 below can be found in Annex D.

B3 Consequences of Misrepresentation

- B3.1** If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from this contract and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be

² For the list of exclusion please see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

B4 Questionnaire - Applicants must please answer all questions, or state 'N/A'.

Potential Supplier Information

Section 1. Potential Supplier 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 status:	
	a) Public Limited Company	
	b) Limited Company	
	c) Limited Liability Partnership	
	d) Other Partnership	
	e) Sole Trader	
	f) Third Sector	
	g) 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?	Choose an item.
1.1(i) - (ii)	<p>If you responded yes to 1.1(g) - (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</p> <ul style="list-style-type: none"> - the website address, - issuing body - reference number. 	
1.1(h) - (i)	<p>For procurements for services only, is it a legal requirement in the country where you are established for you to:</p> <ul style="list-style-type: none"> a) possess a particular authorisation, or b) be a member of a particular organisation, <p>to provide the requirements specified in this procurement?</p>	Choose an item.
1.1(h) - (ii)	If you responded yes to 1.1(h) - (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(m)	Are you a Small, Medium or Micro Enterprise (SME) ³ ?	Choose an item.
1.1(k)	Details of Persons of Significant Control (PSC) where appropriate ⁴ :	
	Name:	
	Date of birth:	
	Nationality:	
	Country, state or part of the UK where the PSC usually lives:	
	Service address:	

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

⁴ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

	The date he or she became a PSC in relation to the company	
	– Which conditions for being a PSC are met (Please enter N/A if not applicable):	
	– Over 25% up to (and including) 50%	
	– More than 50% and less than 75%	
	– 75% or more ⁵	
1.1(l)	Details of immediate parent company (please enter N/A if not applicable):	
	– Full name of the immediate parent company	
	– Registered office address (if applicable)	
	– Registration number (if applicable)	
	– VAT number (if applicable)	
1.1(m)	Details of ultimate parent company (please enter N/A if not applicable):	
	– Full name of the ultimate parent company	
	– Registered office address (if applicable)	
	– Registration number (if applicable)	
	– Head office VAT number (if applicable)	

⁵ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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).

1.2	<p>Please note: This question must be answered by all applicants.</p> <p>Please tell us which lot(s) you wish to bid for?</p>	<p>Answer to be provided below.</p>
Lot Number and Name		Response
Lot 1 - E33: Employment support for Economically Inactive		Choose an item.
Lot 2 – E33: NEET (Not In Education, Employment or Training) Support Programme		Choose an item.
Lot 3 – E39: Green Skills		Choose an item.
Lot 4 – E41: Funding to support local digital skills		Choose an item.
Lot 5 – E37 Tailored support to help people in employment – Sector Pathways		Choose an item.

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)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> is a member of the supplier's administrative, management or supervisory body or has powers of representation, decision or control in the supplier, been convicted of any of the offences within the summary below and listed in full in Annex D. 	
	Participation in a criminal organisation	Choose an item.
	Corruption	Choose an item.
	Terrorist offences, or offences linked to terrorist activities	Choose an item.
	Money laundering or terrorist financing	Choose an item.
	Child labour and other forms of trafficking in human beings	Choose an item.
	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.	Choose an item.
	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.	Choose an item.
2.1(b)	If you have answered yes to question 2.1(a), please provide further details, including:	

	<ul style="list-style-type: none"> • 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. <p>If the relevant documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> • the web address, • issuing authority, • precise reference of the documents.
	Answer
2.1(c)	<p>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).</p>

Section 3. Mandatory and discretionary grounds relating to the payment of taxes and social security contributions		
<p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D and should be referred to before completing these questions.</p>		
Question Number	Question	Declaration
3.1(a)	<p>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.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> • the web address, • issuing authority, • precise reference of the documents 	<p>Choose an item.</p>

3.1(b)	<p>If you have answered no to 3.1(a) please provide further details including the following:</p> <ul style="list-style-type: none"> • 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. 	
	<p>Answer</p>	
3.2	<p>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.</p>	<p>Choose an item.</p>
<p>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</p>		

<p>Section 4. Grounds for Discretionary Exclusion</p>		
<p>The detailed grounds for discretionary exclusion of an organisation are set out in Annex D and should be referred to before completing these questions.</p>		
Question Number	Question	Response
4.1	<p>Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you?</p>	
4.1(a)	<p>Breach of environmental obligations?</p> <p>To note that environmental law obligations include Health and Safety obligations. See Annex D.</p>	<p>Choose an item.</p>
4.1(b)	<p>Breach of social law obligations?</p>	<p>Choose an item.</p>

4.1(c)	Breach of labour law obligations?	Choose an item.
4.1(d)	Bankruptcy or subject of insolvency?	Choose an item.
4.1(e)	Guilty of grave professional misconduct?	Choose an item.
4.1(f)	Distortion of competition?	Choose an item.
4.1(g)	Conflict of interest?	Choose an item.
4.1(h)	Been involved in the preparation of the procurement procedure?	Choose an item.
4.1(i)	Prior performance issues?	Choose an item.
4.1(j)	Do any of the following statements apply to you?	
4.1(j) – (i)	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.	Choose an item.
4.1(j) – (ii)	You have withheld such information.	Choose an item.
4.1(j) – (iii)	You are not able, without delay, to submit documents if/when required under Regulation 59.	Choose an item.
4.1(j) – (iv)	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	Choose an item.
4.2	<p>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.</p> <p>If you are a relevant commercial organisation please -</p>	Choose an item.

	<ul style="list-style-type: none"> confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. 	Choose an item.
	<ul style="list-style-type: none"> confirm that the statement complies with the requirements of Section 54 	Choose an item.
4.3	<p>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)</p>	
	Answer	

Selection Questions	
Section 5. Economic and Financial Standing	
<p>If your organisation:</p> <ul style="list-style-type: none"> (a) is unable to provide any of the information set out at questions 5.1, 5.2 or 5.3 below; and/or (b) is unable to meet the requirements of question 5.4; and/or (c) has a D&B Finance Analytics Failure Score of below 50, or the financial check identifies any cause for concern (regardless of the Failure Score), or a check is unable to be performed for any reason, including where you have refused permission; <p>a broad financial appraisal will be carried out by the Authority's Corporate Finance Team to determine whether your organisation's economic and financial standing is suitable.</p>	
Question Number	Question
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> • the web address • issuing authority • precise reference of the documents
	Answer

5.2	<p>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).</p> <p>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).</p>	
	Answer	
5.3(a)	<p>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.</p>	
	Answer	
5.3(b)	<p>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).</p>	
	Answer	
5.4	<p>Is your annual turnover for the previous 2 financial years a minimum of twice the proposed Annual Contract Value?</p>	Choose an item.
5.5	<p>Please confirm you agree to the Authority undertaking a financial check through D&B Finance Analytics⁶. The initial check will relate to the D&B Failure Score which identifies the level of risk of a business failing.</p>	Choose an item.
5.5	<p>Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required</p>	
	Answer	

⁶ The financial check will be undertaken using the registration number provided at 1.1(e)

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Section 6. Additional Questions		
6.1	Insurance	
6.1(a)	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the <u>minimum levels</u> of insurance cover indicated below:	
	Employer's (Compulsory) Liability Insurance ⁷ = £5,000,000	Choose an item.
	Public Liability Insurance = £5,000,000	Choose an item.
	Professional Indemnity Insurance = £500,000	Choose an item.
6.1(b)	If applicable to the Contract please indicate the level of insurance held:	
	Product Liability Insurance = Not applicable	-
6.1(c)	If applicable to the Contract please list any other insurances you are required to hold, together with the level of cover:	
	= £x / N/A	£

6.2	Technical and Professional Ability	
6.2 (a)	Please confirm that you have the necessary policies, procedures and systems in place to comply with your obligations under Data Protection legislation.	Choose an item.

⁷ 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>

B5 Contract Details and Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Signature (electronic is acceptable)

Date

Contact details of those making the declaration

	Response
Contact Name:	
Name of Organisation:	
Role in Organisation:	
Phone number:	
E-mail Address:	
Postal Address:	

C Stage 2: Terms and Conditions of Contract

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. Applicants failing this requirement will be excluded from further participation in the process.

Evidencing Compliance

If it becomes apparent at any stage of the process that an Applicant does not comply with this requirement, either where acceptance of the terms and conditions is qualified in any way or the successful Applicant requests changes to any part of the terms and conditions prior to signing the Contract, the Applicant will be considered to have failed the process in its entirety and will be excluded from further participation in it. Where the successful Applicant is deemed to have failed this requirement the Contract will be withdrawn or terminated.

Question Number	Question	Response
C1	Please confirm whether you accept the terms and conditions of contract accompanying this tender, without qualification or alteration.	Choose an item.

D Stage 2: Outputs and Outcomes

Please Note

All Applicants are required to complete this section.

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

Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must complete the table relevant to the Lot(s) you are applying for.

D1 Lot 1 - Employment support for economically inactive

	Torbay Programme Target	2024/2025				2025/2026				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output										
Economically Inactive people engaged with key worker support	375									
Economically Inactive people supported to engage with the benefits system	135									
Socially Excluded people accessing support	75									

	Torbay Programme Target	2024/2025				2025/2026				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
People supported to access basic skills	180									
People accessing mental or physical health support leading to employment	60									
People supported to engage in job searching	165									
People receiving support to gain employment	165									
Outcome										
Economically inactive individuals in receipt of benefits they are entitled to following support	120									
Active or sustained participants in community groups as a result of support	75									
Participants with basic skills (English, Maths, Digital, ESOL)	180									

	Torbay Programme Target	2024/2025				2025/2026				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
People sustaining engagement with keyworker support and additional services	60									
People engaged in job searching following support	165									
People In employment, including self employment following support	150									
People sustaining employment for 6 months	75									

D2 Lot 2 - NEET (Not In Education, Employment or Training Support)

	Torbay Programme Target	2024/2025				Total
		Q1	Q2	Q3	Q4	
Output						
Economically Inactive people engaged with key worker support	50					
Economically Inactive people supported to engage with the benefits system	30					
Socially Excluded people accessing support	20					
People supported to access basic skills	30					
People supported to engage in job searching	30					

	Torbay Programme Target	2024/2025				Total
		Q1	Q2	Q3	Q4	
People receiving support to gain employment	30					
Outcome						
Economically inactive people in receipt of benefits they are entitled to following support	20					
Participants with basic skills (English, Maths, Digital, ESOL)	30					
People sustaining engagement with keyworker support and additional services	10					
People engaged in job searching following support	30					

D3 Lot 3 - Green Skills Courses

	Torbay Programme Target	2024/2025				Total
		Q1	Q2	Q3	Q4	
Output						
People attending training sessions	80					
People supported to participate in education	80					
Outcome						
People gaining qualifications, licenses and skills	60					
People in education/training following support	60					

D4 Lot 4 –Funding to support local digital skills

	Torbay Programme Target	2024/2025				Total
		Q1	Q2	Q3	Q4	
Output						
People gaining a qualification or completing a course	60					
People supported to engage in life skills	60					
Outcome						
People engaged in life skills	40					
People gaining a qualification or completing a course	40					

D5 Lot 5 - Tailored Support to help people in employment – Sector Pathways

	Torbay Programme Target	2024/2025				2025/2026				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output										
People in employment engaged with the skills system	320									
Closer Collaborations with employers	60									
Permanent Jobs Safeguarded	55									
Outcome										
People gaining qualifications, licenses and skills	200									
Businesses receiving financial support other than grants	20									
Businesses receiving non financial support	20									

E Stage 2: Mandatory Pass / Fail Questions – Data Protection

These questions relate to section E5 Data Protection and Information Security of RFQ part 1 Information and Specification.

E1	Data Protection		
	E1.1 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.
	E1.2 Please confirm whether you will comply with the requirements set out in section E5 (Data Protection and Information Security) of RFQ part 1 Information and Specification.		Choose an item.
	E1.3 Please complete the table below.		
	Please confirm that your role will be:	Data Controller responsible for determining the purposes for which and the means by which Contract Personal Data is processed	Choose an item.
	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>)		
	Please describe the duration of the processing (e.g. <i>by reference to a fixed period, or the term of the Contract</i>)		
	Please describe the nature and purpose of the processing (e.g. <i>"Hosting of HR data in UK-based servers"</i>)		

	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.)	
	Please describe the categories of data subjects (e.g. staff, clients/service users, third party contractors)	
	Please describe the means of processing the data	
	Where applicable please provide details of approved sub-processors you will use under the Contract and in each case: <ul style="list-style-type: none"> • Nature and purpose of processing • Location of processing 	
	Please provide details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms. <i>Response should be N/A</i>	
	Please provide details of the technical and organisational measures in place to protect contract personal data	

Minimum Requirement

That the Applicant provide a response to this question.

Evaluation Criteria

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 E1.3. A No response to question E1.1 or a Yes response to questions E1.1 and E1.2 and completion of the table at question E1.3 will be deemed a Pass. Where you have responded Yes to question E1.1 and have responded No to question E1.2 and/or have not fully completed the table at question E1.3, your response will be deemed a Fail.

Evidencing Compliance

You must complete the table at question E1.3 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.

F Stage 2: Award Questions

Applicants are required to responses to Award Questions. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within RFQ Part 1 Information and Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

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

Where an applicant is applying for more than one Lot they must submit a separate response in respect of each Lot. But if the Applicant's responses are the same for the questions within each Lot, then they are free to copy and paste them into the response areas for the relevant Lots which they are bidding for.

Minimum requirements and evaluation criteria are included within each question.

Award Question Number	Lot 1: E33 Employment Support for Economically Inactive Award Question	% Score
F1	<p>F1.1 Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ul style="list-style-type: none"> a) Fully describe your project (including title) and your approach to delivery; b) Evidence of local need and/or demand for the project, including understanding of current provision c) Understanding of and link to local strategies d) Your methodology for achieving the project outputs and outcomes; e) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); f) Details of any experience you have of delivering similar projects; g) Your approach to monitoring and evaluation of the project outputs and outcomes; 	60.00%

	<p>h) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.</p> <p>i) Additional Social Value your project will bring</p>	
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> a) What your project will do and how it will be delivered; b) There is a genuine need for what you are proposing to do; c) Your project is capable of delivering the required outputs and outcomes within the timescales; d) You have the organisational capacity and experience necessary to successfully deliver the project; e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; f) You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> a) Project implementation plan b) Project delivery plan c) Case studies (maximum 2) d) CVs for key staff e) Risk / issues log 	
<p>Response:</p>		
<p>F1.2</p>	<p>Financial Management</p> <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p>	<p>20.00%</p>

	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project’s funding requirements.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none">• That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: The inclusion of Appendices and Supplementary Information is not permitted</p>	
Response:		
F1.3	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>a) How will you address the prevention of fraud?</p> <p>b) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>c) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%
<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none">• Understanding of your obligations;• A sound methodology for ensuring compliance;		

	<p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>
<p>Response:</p>	

Award Question Number	Lot 2: NEET (Not In Education, Employment or Training Support) Award Question	% Score
F2	<p>F2.1 Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ul style="list-style-type: none"> a) Fully describe your project (Including title) and your approach to delivery; b) Evidence of local need and/or demand for the project, including understanding of current provision in the market c) Understanding of and link to local strategies d) Your methodology for achieving the project outputs and outcomes; e) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); f) Details of any experience you have of delivering similar projects; g) Your approach to monitoring and evaluation of the project outputs and outcomes; h) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. i) Additional Social Value your project will bring 	60.00%
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and</p>	

	<p>quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none">a) What your project will do and how it will be delivered;b) There is a genuine need for what you are proposing to do;c) Your project is capable of delivering the required outputs and outcomes within the timescales;d) You have the organisational capacity and experience necessary to successfully deliver the project;e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;f) You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide any of the following in support of your response:</p> <ul style="list-style-type: none">a) Project implementation planb) Project delivery planc) Case studies (maximum 2)d) CVs for key staffe) Risk / issues log	
Response:		
F2.2	<p>Financial Management</p> <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p> <p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project’s funding requirements.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p>	20.00%

	<ul style="list-style-type: none"> That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: The inclusion of Appendices and Supplementary Information is not permitted</p>				
Response:					
F2.3	<table border="1"> <tr> <td> <p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>d) How will you address the prevention of fraud?</p> <p>e) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>f) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p> </td><td style="text-align: center; vertical-align: middle;">20.00%</td></tr> <tr> <td colspan="2"> <p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p> </td></tr> </table>	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>d) How will you address the prevention of fraud?</p> <p>e) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>f) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%	<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>	
<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>d) How will you address the prevention of fraud?</p> <p>e) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>f) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%				
<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> Understanding of your obligations; A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>					
Response:					

Award Question Number	Lot 3: Green Skills Courses Award Question	% Score
F3	<p>F3.1 Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <ul style="list-style-type: none"> a) Fully describe your project (Including title) and your approach to delivery; b) Evidence of local need and/or demand for the project, including understanding of current provision in the market c) Understanding of and link to local strategies d) Your methodology for achieving the project outputs and outcomes; e) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); f) Details of any experience you have of delivering similar projects; g) Your approach to monitoring and evaluation of the project outputs and outcomes; h) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. i) Additional Social Value your project will bring 	60.00%
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> a) What your project will do and how it will be delivered; b) There is a genuine need for what you are proposing to do; c) Your project is capable of delivering the required outputs and outcomes within the timescales; d) You have the organisational capacity and experience necessary to successfully deliver the project; 	

	<p>e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;</p> <p>f) You understand the risks/issues associated with the project and how they can be mitigated.</p> <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide any of the following in support of your response:</p> <ul style="list-style-type: none">a) Project implementation planb) Project delivery planc) Case studies (maximum 2)d) CVs for key stafff) Risk / issues log	
Response:		
F3.2	F3.2 Financial Management <p>Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.</p>	20.00%
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project’s funding requirements.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none">• That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: The inclusion of Appendices and Supplementary Information is not permitted</p>	

Response:		
F3.3	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>a) How will you address the prevention of fraud?</p> <p>b) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>c) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%
	<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Understanding of your obligations; • A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>	

Award Question Number	Lot 4: Funding to support local digital skills Award Question	% Score
F4	<p>F4.1 Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p>	60.00%

	<ul style="list-style-type: none"> a) Fully describe your project (Including title) and your approach to delivery; b) Evidence of local need and/or demand for the project, including understanding of current provision in the market c) Understanding of and link to local strategies d) Your methodology for achieving the project outputs and outcomes; e) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); f) Details of any experience you have of delivering similar projects; g) Your approach to monitoring and evaluation of the project outputs and outcomes; h) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. i) Additional Social Value your project will bring 	
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <ul style="list-style-type: none"> a) Your response will be evaluated against your ability to demonstrate and evidence: b) What your project will do and how it will be delivered; c) There is a genuine need for what you are proposing to do; d) Your project is capable of delivering the required outputs and outcomes within the timescales; e) You have the organisational capacity and experience necessary to successfully deliver the project; f) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; g) You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> a) Project implementation plan 	

	b) Project delivery plan c) Case studies (maximum 2) d) CVs for key staff e) Risk / issues log	
Response:		
F4.2	F4.2 Financial Management Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.	20.00%
	Minimum Requirement The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements. Evaluation Criteria: Your response will be evaluated against your ability to demonstrate and evidence: <ul style="list-style-type: none"> • That appropriate procedures and systems are in place for the management of the funds Page / Word Limit: Maximum 2 pages A4 in Arial 12 Permitted Appendices and Supplementary Information: The inclusion of Appendices and Supplementary Information is not permitted	
Response:		

F4.3	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>a) How will you address the prevention of fraud?</p> <p>b) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>c) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%
	<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Understanding of your obligations; • A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>	

Award Question Number	Lot 5: Tailored support to help people in employment – Sector Pathways Award Question	% Score
F5	<p>F5.1 Project Proposal and Deliverability</p> <p>Please explain your project proposal in detail. As a minimum your response should address all of the following:</p> <p>a) Fully describe your project (Including title) and your approach to delivery;</p>	60.00%

	<ul style="list-style-type: none"> b) Evidence of local need and/or demand for the project, including understanding of current provision in the market c) Understanding of and link to local strategies d) Your methodology for achieving the project outputs and outcomes; e) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable); f) Details of any experience you have of delivering similar projects; g) Your approach to monitoring and evaluation of the project outputs and outcomes; h) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place. i) Additional Social Value your project will bring. 	
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> a) What your project will do and how it will be delivered; b) There is a genuine need for what you are proposing to do; c) Your project is capable of delivering the required outputs and outcomes within the timescales; d) You have the organisational capacity and experience necessary to successfully deliver the project; e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes; f) You understand the risks/issues associated with the project and how they can be mitigated. <p>Page / Word Limit: Maximum 6 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide any of the following in support of your response:</p> <ul style="list-style-type: none"> a) Project implementation plan b) Project delivery plan c) Case studies (maximum 2) 	

	d) CVs for key staff e) Risk / issues log	
Response:		
F5.2	F1.2 Financial Management Please provide details of the financial management procedures that will be put in place for the project and demonstrate the effectiveness of your proposed approach.	20.00%
	<p>Minimum Requirement</p> <p>The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • That appropriate procedures and systems are in place for the management of the funds <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: The inclusion of Appendices and Supplementary Information is not permitted</p>	
Response:		

F5.3	<p>Compliance</p> <p>Please fully detail and evidence the following compliance requirements:</p> <p>a) How will you address the prevention of fraud?</p> <p>b) How will the project support equality and diversity objectives? UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p> <p>c) How will you comply with the UKSPF and Levelling Up publicity requirements? UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk) Levelling Up brand guidelines and logos - GOV.UK (www.gov.uk)</p>	20.00%
	<p>Minimum Requirement:</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria:</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Understanding of your obligations; • A sound methodology for ensuring compliance; <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information: You may provide the following in support of your response:</p> <p>Relevant organisational policies</p>	

G Stage 2: Not Used

H Stage 2: Please refer to RFQ Part 3 Pricing Schedule

Please complete in full RFQ Part 3 Pricing Schedule. This needs to be submitted by all applicants whether bidding for one (1) or more, or all of the Lots.

The Applicant's completed RFQ Part 3 Pricing Schedule (spreadsheet) will be evaluated on the basis of Pass / Fail.