

A close-up of a sign

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**Annex 4**

**Supplier Response Document**

**For the provision of Fund Investment Adviser, Operator and Administrator Services for the Evergreen, Evergreen 2 and Low Carbon Funds**

**Contract Ref: DN716281**

**GMCA Ref: GMCA890**

**Evaluation Questions**

Bid will be evaluated on the basis of **the most economically advantageous** offer to the GMCA.

By Responding to this Tender you confirm that the information supplied and forming part of this Tender including (for the avoidance of doubt) any information supplied as part of the initial expression of interest in tendering, was true when made and remains true and accurate in all respects. You Confirm and undertake that if any of such information becomes untrue or misleading that you immediately notify and update such information as required.

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

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| **Question ref** | **Question** | **% weighting** | **% sub-weighting** |
| **1** | **Staffing** | **20%** | * 1. – 12%   2. – 8% |
| **2** | **Risk Management** | **9%** | 2.1 – 3%  2.2 – 3%  2.3 – 3% |
| **3** | **Project Delivery** | **26%** | 3.1 – 15%  3.2 – 7%  3.3 – 4% |
| **4** | **Implementation** | **5%** | N/A |
| **5** | **Social Value** | **10%** | N/A |

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.

Embedded videos/links not permitted, and word counts should be inclusive of any additional documents/diagrams.

Responses must be contained within this Document (unless otherwise specified) and returned in Microsoft Word document format.

**Lot 1:**

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| **Question 1** | **Staffing**   * 1. - Please detail the qualifications and experience of the staff who will be assigned to perform the contracts. Please provide their Curriculum Vitaes which include their competence in fund management (specifically in urban regeneration). Please clearly identify the Key Personnel.   Where recruitment is proposed, please provide details of the roles and skills required as well as your intended approach to sourcing suitable candidates. | |
| **(No Word Limit)** | **12%** |
| (Response) | |
|  | * 1. - Please provide a structure diagram / table outlining key roles and responsibilities of each individual and the time they will dedicate to the contracts. Please also indicate where the team will be based and how they will cover the fund geography.   This section should also include details of the credit function, the experience and expertise of its members and the process for approval of investments. | |
|  | **(No Word Limit)** | **8%** |
|  | (Response) | |

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| **Question 2** | **Risk Management**  2.1 - Please clarify how you would protect the sub-funds against any conflicts of interest between the lending and reporting teams, whether or not the proposal is to undertake the administrator role in house.  *The Authorities' requirements for the Services to which this sub-question relates are:*   * *the use of information barriers, separate legal entities and different personnel (as appropriate) to protect against conflicts of interest; and*   *an approach that addresses the concern that an organisation cannot review its own work in the event of a conflict of interest.* | |
| **(Max 1,000 Words)** | **3%** |
| (Response) | |
|  | 2.2 - Please set out the processes that will be implemented to manage any possible conflicts of interest between the sub-fund and its investments and any other activities of the Tenderer.  *The Authorities' requirements for the Services to which this sub-question relates are:*   * *processes for disclosing conflicts of interest;* * *an approach that addresses the concern that an organisation cannot act on both sides of a transaction in the event of a conflict of interest; and*   *the use of separate teams to manage conflicts of interest.* | |
|  | **(Max 1,000 Words)** | **3%** |
|  | (Response) | |
|  | 2.3 - Describe how your organisation will meet contractual data protection requirements as well as recognised industry security standards and 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 may 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.  The inclusion of policies and the relevant sections will not count towards your word count.  **2.3b –** 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. | |
|  | **(Max 1000 Words)** | **3%** |
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| **Question 3** | 3.1 - Please set out your proposals for the strategic focus of Evergreen and Evergreen 2 and the expected nature and profile of projects, including any anticipated differences between core city centre projects and regional projects; please ensure that you demonstrate knowledge of the 2007-13 and 2014-20 Operational Programmes and illustrate you are able to identify and address the key challenges associated with investing:  (a) for the purposes of urban regeneration for Evergreen and;  (b) against Priority Axis 1a and Priority Axis 4b for Evergreen 2; please also set out your view as to where the market failure in the provision of finance lies and as such, where the sub-funds should focus their efforts.  *The Authorities’ requirements for the Services to which this sub-question relates are:*   * *an opinion on the market and the role of the Evergreen and Evergreen 2 sub-funds in addressing market failure;* * *addressing the differences between senior and mezzanine funds and an appropriate approach to each type of fund; and*   *addressing the objectives of the 2014-20 Operational Programme (including the focus on sciences, low carbon and SMEs).*  Please also set out how you would gather and develop knowledge of the local market in order to generate deal flow in conjunction with local stakeholders and project delivery bodies.  *The Authorities’ requirements for the Services to which this sub-question relates include how a presence will be established in the local market, either through setting up a local physical presence or implementing alternative measures for ensuring project delivery within the defined geographical area to which the sub-fund relates.* | |
| **(Max 2,500 Words)** | **15%** |
| (Response) | |
|  | 3.2 – Describe how you will carry out rigorous due diligence to assess the suitability of projects, and how this will be presented to the sub-fund board for approval. Please detail your approach to structuring and pricing investments based on knowledge of the market and the risks identified during due diligence phase. Please also set out how you will ensure that investments are aligned to the sub-fund board’s credit appetite prior to final approval.  Following approval, describe your systems and processes in place for monitoring and reporting on portfolio performance, and how your team will add value throughout the investment cycle. | |
|  | **(Max 1,500 Words)** | **7%** |
|  | *(Response)* | |
|  | 3.3 - Please set out the process the Tenderer will put in place to ensure that the resources of the relevant sub-funds are channelled into projects with sufficient eligible expenditure, which provide the most promising investment and output opportunities and minimise the potential for deal abort costs.  *The Authorities’ requirements for the Services to which this sub-question relates include an appropriate approach to pushing the most promising schemes into the market.* | |
|  | **(Max 1,000 Words)** | **4%** |
|  | (Response) | |

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| **Question 4** | **Implementation**  Please set out your proposals to ensure the sub-funds are marketed in a timely manner including the key actions you would look to undertake during the first 3 months of operation.  *The Authorities’ requirements for the Services to which this question relates include a clear 3-month timetable with specific, measurable, agreed, realistic and time-based actions and objectives.* | |
| **(1,000 words)** | **5%** |
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| **Question 5** | **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/>    The Framework is structured around the three pillars of the Greater Manchester Strategy and 6 priority goals for social value:  A Greener Greater Manchester  · Make your organisation greener  · Keep the clean air in Greater Manchester  A Fairer Greater Manchester  · Be part of a strong local community  · Creating the Education, Work and Skills opportunities our residents need.  A More Prosperous Greater Manchester  · Provide the best employment that you can  · Develop a local, GM based and resilient supply chain    **Bidders can choose one or more of the GMCA social Value threads as described at Section 2 2.2 of the ITT**  **Please explain your social value offering to Greater Manchester.**  A Social Value offering must have relevance to the Contract and the wider support of Greater Manchester and its communities.    **Your response must include:**     1. Details of the social value being offered and explain the relevance of this to the delivery of the Contract.      1. Detail and evidence how this **will** be delivered.      1. Detail how you will manage and monitor delivery of the social values and how you will report this on a monthly basis to the contract manager. Provide a copy of a report that you would produce **(please upload a copy of the report onto the Chest Portal)**   **PLEASE NOTE, THE SOCIAL VALUE THAT IS TO BE PROVIDED MUST BE DIRECTLY LINKED TO THE SERVICES BEING PROVIDED, MUST BE ADDITIONAL AND FREE OF COST. PLEASE CHECK THE GUIDANCE PROVIDED TO ASSIST YOU IN YOUR RESPONSE ON HOW YOU CAN PROVIDE ADDITIONAL SOCIAL VALUE WHICH WILL BENEFIT GREATER MANCHESTER COMBINED AUTHORITYAND ITS LOCAL COMMUNITIES.** | |
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| (Response) | |

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|  | **Check list – Documents to be submitted** | **Delete which is not applicable\*** |
| **Q5(ii)** | Copy of Report to Manage and Monitor Social Value of Identified Deliverables | **YES / NO\*** |
| **Q5(iii)** | Copy of Report to Manage and Monitor Social Value of Additional Deliverables | **YES / NO\*** |

**Lot 2:**

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| **Question 1** | **Staffing**   * 1. - Please detail the qualifications and experience of the staff who will be assigned to perform the contract. Please provide their Curriculum Vitaes which include their competence in fund management (specifically in urban regeneration and low carbon). Please clearly identify the Key Personnel.   Where recruitment is proposed, please provide details of the roles and skills required as well as your intended approach to sourcing suitable candidates. | |
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| **Q5(iii)** | Copy of Report to Manage and Monitor Social Value of Additional Deliverables | **YES / NO\*** |

**Pricing Schedule**

* Please read carefully the instructions in Document 1 regarding the completion of the Pricing Schedule in Annex 5 (in Excel Format).

**Bidders Signature**

I/We confirm the accuracy of the submission provided above and hereby offer to supply the above-mentioned 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.

I/We declare that to the best of my/our knowledge the answers submitted to these questions are correct. I/We understand that the information will be used in the evaluation process to assess my/our organisation’s tender. I/We understand that the Council may reject my/our tender if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information. I/We have provided a full list of any Appendices used to provide additional information in response to questions.

I/We declare that there is no conflict of interest in relation to GMCA’s requirement.

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| **Dated** |  |
| **Signed** |  |
| **Names of Signatories** |  |
| **Positions or Signatories** |  |
| **Name of Organisation** |  |