

Part 2 Response

Agreement Reference

TAS5121

Agreement Title

**Torbay Adult Social Care Voluntary,
Community and Social Enterprise (VCSE)
Alliance**

Maximum Period of Agreement

6 Years

Return Date

Tuesday 16 November 2021

Return Time

12:00 Noon

Return To

www.supplyingthesoutwest.org.uk

Applicant Name

Contents

A	Certificates and Declarations	4
A1	Torbay Council Conditions of Tender	4
A2	Certificate of Confidentiality.....	4
A3	Applicant’s Warranties.....	5
A4	Certificate of Undertaking and Absence of Collusion or Canvassing	5
A5	Signature	6
B	Stage 1: Supplier Suitability Questionnaire.....	7
B1	Notes for Completion.....	7
B2	Applicant Information and Exclusion Grounds	7
B3	Consequences of Misrepresentation	7
B4	Applicant Information.....	8
B5	Contact Details and Declaration	11
B6	Grounds for Mandatory Exclusion.....	12
B7	Grounds for Discretionary Exclusion.....	14
B8	Financial Standing	16
B9	Insurance.....	18
B10	Requirements under the Modern Slavery Act 2015.....	19
B11	Technical and Professional Ability.....	20
C	Stage 2: Terms and Conditions of Agreement	21
D	Stage 2: Applicable Lots	22
E	Stage 2: Mandatory Requirements	24
F	Stage 2: Award Questions.....	27
G	Stage 2: Presentation.....	31
G1	Timetable.....	31

G2 Presentation Requirements..... 32

H Stage 2: Expenses..... 33

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 A5, by providing their signature at section A6.

A1 Torbay Council Conditions of Tender

1. Tenders are invited for participation in an Alliance as specified or described in the invitation. Tenders must be returned by the date and time stated on the front page off the procurement documents. Tenders received after the time stated or not properly completed will be disregarded. Facsimile and emailed copies will not be accepted.
2. The Agreement shall be subject to the Alliance Agreement, included in these Tender Documents. Wherever special conditions are contained in the Invitation to Tender, the Agreement shall be subject to those special conditions in addition to the Standard Conditions of the Agreement, and where those special conditions are inconsistent with the Authority's Standard Conditions of Agreement, the special conditions shall prevail. Offers by Applicants 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 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 participate in the Alliance, 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 an agreement for such participation, I/We agree to enter into a further agreement for the due performance of the Agreement, 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 Agreement.

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 Agreement 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 Agreements Regulations 2015 and has complied in all respects with the requirements; and
- (b) Has full power and authority to enter into the Agreement and participate in the Alliance 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 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 Tender in accordance with any agreement or arrangement with any other person;
- (b) I / We shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering;
- (c) 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.
- (d) 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 Agreement 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) and (d) above before the hour and date specified for the return of the Tender.

A5 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

B1 Notes for Completion

- B1.1** “You” / “Your” refers to the Applicant completing this Supplier Suitability Questionnaire i.e. the legal entity responsible for the information provided and who the Council will execute the Agreement with.
- 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 Supplier Suitability Questionnaire is a self-declaration, made by you (the Applicant), that you do not meet any of the grounds for exclusion¹. 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 B5 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 sections B6 and B7 below can be found at:

[Annex C Exclusion Grounds.pdf \(publishing.service.gov.uk\)](#)

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 Agreement, there may be significant consequences. You may be excluded from this Agreement and from bidding for other Agreements for three years. If a Agreement has been entered into you may be sued for damages and the Agreement may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

¹ 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

B4 Applicant Information

Please complete the following section in full

Question Number	Question	Response
B4.1	Full name of the Applicant submitting the information.	
B4.2	Applicant's registered office address (if applicable)	
B4.3	Registered website address (if applicable)	
B4.4	Trading status	Choose an item.
	If you have selected 'other' please specify your trading status	
B4.5	Date of registration in country of origin	
B4.6	Company registration number (if applicable)	
B4.7	Charity registration number (if applicable)	
B4.8	Registered VAT number	
B4.9	If applicable, are you registered with the appropriate professional or trade register(s) in the state where your organisation is established?	Choose an item.

Question Number	Question	Response
	If you have answered 'yes' please provide the relevant details including the registration number(s)	
B4.10	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Choose an item.
	If you have answered 'yes' please provide details of what is required and confirmation you have complied with this	
B4.11	Trading name(s) that will be used if successful in this procurement	
B4.12	If applicable please select the relevant classification	Choose an item.
B4.13	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Choose an item.
B4.14	Do you have an immediate parent company?	Choose an item.
	If you have answered 'yes' please provide the following information:	
	Full name of immediate parent company	

² See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

Question Number	Question	Response
	Registered office address (if applicable)	
	Registration number (if applicable)	
	Head office DUNS number (if applicable)	
	Head office VAT number (if applicable)	
B4.15	Do you have an ultimate parent company?	Choose an item.
	If you have answered 'yes' please provide the following information:	
	Full name of ultimate parent company	
	Registered office address (if applicable)	
	Registration number (if applicable)	
	Head office DUNS number (if applicable)	
	Head office VAT number (if applicable)	

B5 Contact Details and Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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

Question Number	Question	Response
B5.1	Contact name	
B5.2	Name of organisation	
B5.3	Role in organisation	
B5.4	Phone number	
B5.5	Email address	
B5.6	Full postal address	
B5.7	Signature (electronic is acceptable:	
	Date signed	

B6 Grounds for Mandatory Exclusion

Please complete the following section in full.

Question Number	Question	Response
B6.1	Please indicate if, within the past five years you, your organisation or any other person who has the powers of representation, decision or control in the organisation who has been convicted anywhere in the world of any of the offences within the summary below:	
a)	Participation in a criminal organisation	Choose an item.
b)	Corruption	Choose an item.
c)	Terrorist offences or offences linked to terrorist activities	Choose an item.
d)	Money laundering or terrorist financing	Choose an item.
e)	Child labour or other forms of trafficking in human beings	Choose an item.
B6.2	If you have answered to any of questions A6.1a) to A6.1e) please provide further details, including: Date of conviction, specify which of the grounds listed the conviction was for and the reasons for conviction; Identity of who has been convicted:	

Question Number	Question	Response
	If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents.	
B6.3	If you have answered yes to any of questions A6.1a) to A6.1e) have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
B6.4	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Choose an item.
B6.5	If you have answered yes to question A6.4 please provide further details. Please also confirm 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.	

Please Note: The Council reserves the right to use its discretion to exclude an Applicant where it can demonstrate by any appropriate means that the Applicant is in breach of its obligations relating to the non-payment of taxes or social security contributions.

B7 Grounds for Discretionary Exclusion

Please complete the following section in full.

Question Number	Question	Response
B7.1	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
a)	Breach of environmental obligations?	Choose an item.
b)	Breach of social obligations?	Choose an item.
c)	Breach of labour law obligations?	Choose an item.
d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Choose an item.
e)	Guilty of grave professional misconduct?	Choose an item.
f)	Entered into agreements with other economic operators aimed at distorting competition?	Choose an item.

Question Number	Question	Response
g)	Aware of any conflict of interest due to participation in the procurement procedure? ³	Choose an item.
h)	Been involved in the preparation of the procurement procedure? ⁴	Choose an item.
i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public Agreement, a prior Agreement with an entity, or a prior concession Agreement, which led to early termination of that prior Agreement, damages or other comparable sanctions?	Choose an item.
B7.2	Please answer the following statements	
a)	The organisation is 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.
b)	The organisation has withheld such information.	Choose an item.

³ Where the Applicant is aware that any member of Council staff involved in the procurement procedure has, directly or indirectly, a financial, economic or other personal interest in relation to the Applicant which might be perceived to compromise the staff member's impartiality.

⁴ Where the Applicant has advised the Council in the planning of the procurement procedure and/or has access to privileged information, which may provide the Applicant with a competitive advantage.

Question Number	Question	Response
c)	The organisation has influenced the decision-making process of the Council to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Choose an item.
B7.3	If you have answered 'yes' to any of questions A7.1a) to A7.1i) and/or A7.2a) to A7.2d) please explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant ground for exclusion? (Self Cleaning)	

B8 Financial Standing

Please complete the following section in full.

Question Number	Question	Response
B8.1	In submitting this form you agree to the Council undertaking a credit check as detailed in section B2.1 Supplier Suitability Criteria of Part Information and Specification.	
	Please provide the company registration number against which the check should be made.	

Question Number	Question	Response
B8.2	<p>Applicants are required to indicate below the financial information they are able to provide if requested to do so.</p> <p>To prevent delays to the due diligence process any Applicant may be asked, at any point during the evaluation period, to submit the support financial information indicated. Where information is requested this will only be assessed in respect of the successful Applicant(s).</p>	
a)	<p>Are you able to provide a copy of your audited accounts for the last 2 years if requested?</p> <p>If no, can you provide one of the following:</p>	Choose an item.
b)	<p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p>	Choose an item.
c)	<p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p>	Choose an item.
	<p>Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year 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>	Choose an item.

Question Number	Question	Response
B8.3	If you are unable to provide any of the financial information set out in question A8.2 and/or have answered No to question A8.3 please provide a brief explanation for this, e.g. your organisation is a new start-up:	

B9 Insurance

Please complete the following section in full.

Question Number	Question	Response
B9.1	Please self-certify where you already have, or can commit to obtain prior to the commencement of the Agreement, the minimum levels of insurance cover indicated below	
a)	Employers (Compulsory) Liability Insurance* = £5,000,000 <i>* Please note this requirement is not applicable to Sole Traders.</i>	Choose an item.
b)	Public Liability Insurance = £5,000,000	Choose an item.
B9.2	If you do not have or cannot commit to obtaining either or both of the insurances at the minimum levels set out above, please provide details of the cover you do have place, or why you do not have cover in place:	

B10 Requirements under the Modern Slavery Act 2015

Please complete the following section in full.

Question Number	Question	Response
B10.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Choose an item.
B10.2	If you have answered 'Yes' to question A10.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Choose an item.
a)	If you have answered 'Yes' please provide the relevant URL	
b)	If you have answered 'No' please provide an explanation	

B11 Technical and Professional Ability

Please complete the following section in full.

Question Number	Question	Response
B11.1	Has your organisation been subject to any breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects?	Choose an item.
	If you have answered 'Yes' please provide details	
B11.2	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Choose an item.
	If you have answered 'Yes' please provide details	
B11.3	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.

C Stage 2: Terms and Conditions of Agreement

Minimum Requirement / 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 requesting changes to any part of the terms and conditions prior to signing the Agreement, the Applicant will be considered to have failed the tender in its entirety and will be excluded from further participation in the process. Where the successful Applicant is deemed to have failed this required the Agreement will be withdrawn or terminated.

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

D Stage 2: Applicable Lots

Please complete the table below to identify the Lots for which you are bidding, together with your geographical and age demographic reach within each applicable Lot.

Minimum Requirement / Evaluation Criteria

This question will be evaluated on the basis of completion. Applicants who have completed the table will be deemed to have Passed and Applicants who do not complete the table will be deemed to have Failed.

Evidencing Compliance

Applicants will be required to evidence their expertise and reach under the selected Lots within Part 5 Award Criteria.

Lot	Bidding	Geographical Reach	Age Demographic Reach
Lot A Older People This lot covers organisations who specialise in or have expertise in working with people over the age of 50	Choose an item.	Choose an item.	
Lot B Mental Health This lot covers organisations who specialise in or have expertise in working with people who are experience mental ill health	Choose an item.	Choose an item.	
Lot C Learning Disability and Autism This lot covers organisations who specialise in or have expertise in working with people with a learning disability or autism	Choose an item.	Choose an item.	
Lot D Community Group This lot covers organisations operating in defined and recognised areas of Torbay, which have a strong focus on local people and involvement in supporting their general needs	Choose an item.	Choose an item.	

Lot	Bidding	Geographical Reach	Age Demographic Reach
<p>Lot E Infrastructure and Community Support</p> <p>This lot covers organisation providing infrastructure and community support to the VCSE sector in Torbay</p>	Choose an item.	Choose an item.	
<p>Lot F Other</p> <p>This lot covers organisations that do not fall under Lots 1-5, but who, through the nature of their work, can add value and expertise to benefit the work of the Alliance</p>	Choose an item.	Choose an item.	
<p>Lot F Only</p> <p>Applicants bidding for Lot Six Other are required to provide details of the areas of expertise and/or specialisms offered:</p>			

E Stage 2: Mandatory Requirements

Please complete the following section in full.

Question Number	Question	Response
E1	<p>Please confirm whether your organisation meets the requirements of section B4 F2.1 Organisation Classification of Part 2 Specification.</p> <p>Minimum Requirement / 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 may be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Choose an item.
E2	<p>Please confirm whether your organisation meets the requirements of sections B2.1 and B2.2 F2.2 of Organisation Location and Reach of Part 2 Specification.</p> <p>Minimum Requirement / 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 may be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Choose an item.

Question Number	Question	Response
E3	<p>Please confirm whether your organisation meets the requirements of section B3 F2.3 Consortia, Partnerships and Sub-Contracting of Part 2 Specification.</p> <p>Minimum Requirement / 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 may be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Choose an item.
E4	<p>Please confirm whether you will comply with the requirements set out in section B4 F2.4 Invoicing of Part 2 Specification.</p> <p>Minimum Requirement / 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 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.</p>	Choose an item.
E5	<p>Please confirm whether you will comply with the requirements set out in section B5 F2.5 Use of Council Branding of Part 1 Information and Specification.</p> <p>Minimum Requirement / 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</p>	Choose an item.

Question Number	Question	Response
	<p>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 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.</p>	

F Stage 2: Award Questions

Applicants are required to submit their responses to the following Award Questions. Your responses should:

- be drafted in a way that enables them to form part of the Agreement;
- contain sufficient detail to demonstrate you meet the core requirements set out in the Specification;
- relevant to the question;
- where applicable meet any word or page limits set – Applicants should note the evaluation of responses will not go beyond the word or page limit;
- only include supporting information where this is permitted – Applicants should note that supporting information must be clearly named, identifiable and referenced in the question to which it relates.

Question Number	Question	Score
F1	<p>Please describe how your expertise, geographic and age demographic reach will enable you to fully participate in the Alliance and make a contribution in respect of each of the Lots you have selected in section C D Applicable Lots.</p> <p>Please Note: Applicants are required to provide a separate response for each Lot they are bidding for.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence your organisation has:</p> <ul style="list-style-type: none"> • expertise in the area of specialism related to the individual Lot(s) selected at section C D • the geographic reach you have indicated in section C D • the age demographic reach you have indicated in section C D <p>Page / Word Limit: Maximum 250 words <u>per Lot response</u> in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>None</p> <p>Lot A Response:</p>	25%

Question Number	Question	Score
	<p>Lot B Response:</p> <p>Lot C Response:</p> <p>Lot D Response:</p> <p>Lot E Response:</p> <p>Lot F Response:</p>	
F2	<p>Please describe your approach to undertaking the following key activities of the Alliance:</p> <ul style="list-style-type: none"> (a) Working collaboratively to identify ways in which funding made available through the Adult Social Care Precept can be used to enhance provision and support transformation at scale (b) Actively encouraging ideas and proposals from the VCSE sector in Torbay Council (c) Acting as a conduit for communication and information sharing to the wider VCSE sector in Torbay Council (d) Assisting the Council in better understanding the gaps across the VCSE sector and actively engaging in and support market shaping and capacity building across the sector. <p>Please Note: Applicants are required to provide a single response regardless of the number of Lots they are bidding for. The score awarded for this response will be attributed to each individual Lot score.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence how you will ensure you undertake the key activities of the Alliance:</p> <ul style="list-style-type: none"> • on a best for People using Services basis 	25%

Question Number	Question	Score
	<ul style="list-style-type: none"> • without putting the interests of your own organisation first • in a collaborative and community centric way • with consideration of what's best for the future of Torbay and its residents <p>Page / Word Limit: Maximum 1,000 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>None</p> <p>Response:</p>	
F3	<p>Please describe how, through your participation, you will support the Alliance to achieve the Aims and Purpose as set out in section G2 F3.2 of Part 2 Specification.</p> <p>Please Note: Applicants are required to provide a single response regardless of the number of Lots they are bidding for. The score awarded for this response will be attributed to each individual Lot score.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • your understanding of and commitment to achieving the Aims and Purpose of the Alliance • the impact you will have on the Alliance's ability to meet its Aims and Purpose <p>Page / Word Limit: Maximum 250 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>None</p> <p>Response:</p>	15%
F4	<p>Please describe how, through your participation, you will ensure proposals recommended for funding by the Alliance meet the Priorities as set out in section G3 F3.3 of Part 2 Specification.</p> <p>Please Note: Applicants are required to provide a single response regardless of the number of Lots they are bidding for.</p>	15%

Question Number	Question	Score
	<p>The score awarded for this response will be attributed to each individual Lot score.</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • your understanding of and support for the Priorities • the impact you will have on the Alliance’s ability deliver the Priorities <p>Page / Word Limit: Maximum 250 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>None</p> <p>Response:</p>	

G Stage 2: Presentation

The Council intends to invite all Applicants who have passed Stage 1: Supplier Suitability and met all the requirements within Stage 2: Mandatory Criteria of the tender process to attend a presentation.

Please Note: You are not required to provide any information in respect of the presentation requirements at this stage of the process. You will be notified as soon as possible after the closing date for submission of the date, time, location and any other requirements for the presentation(s) you are required to attend. Applicants should note that it will not be possible to amend the dates and times of the presentations.

You must be available for the timescales indicated within the procurement timetable at section A7 of Part 1 Information and Specification. Invitations, detailing the date, time and location of the presentation will be sent to Applicants through the Messaging Facility during the evaluation period.

You are requested that no more than 5 people, one of whom should be the individual nominated by you to sit on the Alliance Leadership Team. You should be mindful of the purpose and content of the presentation when selecting the individual attendees.

The duration and required content, including any specific questions/topics to be covered are detailed below.

G1 Timetable

Timetable	Duration
Housekeeping and introductions	10 minutes
Presentation	30 minutes
Panel discussion – Applicants will be asked to leave the room at this stage.	10 minutes
Clarification questions	10 minutes
Total	60 minutes

G2 Presentation Requirements

Question Number	Evaluation Criteria	Score
<p>G2.1</p>	<p>How will you address the cultural norms that have been established over time to ensure your organisation’s behaviours align with the Alliance principles and values?</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • your understanding of the importance of culture on successful Alliance working • how you will drive any necessary cultural change within your organisation 	<p>5%</p>
<p>G2.2</p>	<p>How will you Integrate a whole system and collaborative approach to working within the Alliance and across the wider VCSE sector?</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence your understanding of the changes required to adopt an integrated approach to working with Alliance partners and across the wider VCSE sector.</p>	<p>5%</p>
<p>G2.3</p>	<p>How will you ensure your duties as an Alliance Partner are undertaken in a transparent and ethical manner and that you do not use your participation in the Alliance to secure any unfair advantage or preferential treatment for your organisation?</p> <p>Minimum Requirement / Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • the integrity of your organisation • an ethos of working on a Best for People using Services basis 	<p>10%</p>

H Stage 2: Expenses

This section is for information purposes only and is not being scored

Where your organisation has limited resources which would otherwise prevent your participating in the Alliance please set out below the level of expenses you would be seeking to claim for attendance at Alliance Leadership Team meetings.

Physical Meetings		Virtual Meetings	
Are you seeking expenses?	Choose an item.	Are you seeking expenses?	Choose an item.
Amount of expenses per meeting ⁵	£	Amount of expenses per meeting ⁶	£

⁵ The maximum expenses claimable will be capped at £80.00 per meeting for physical meetings

⁶ The maximum expenses claimable will be capped at £40.00 per meeting for virtual meetings
