

**TORBAY COUNCIL**

**RFQ Part 1 Information and  
Specification**

**Contract Reference**

**TTDA0123**

**Contract Title**

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

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**The Tender Documents can be made available in other formats. For further information please submit your request through the ProContract**

## **A Application Information**

### **A1 Background Information**

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The UK Shared Prosperity Fund (UKSPF or the Fund) is a central pillar of the UK government's ambitious Levelling Up agenda and a significant component of its support for places across the UK. In total it will provide £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support.

It seizes the opportunities of leaving the European Union, by investing in domestic priorities and targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances. It will reduce the levels of bureaucracy and funding spent on administration when compared with EU funds.

It will enable truly local decision making and better target the priorities of places within the UK. It will lead to visible, tangible improvements to the places where people work and live ,alongside investment in human capital, giving communities up and down the UK more reasons to be proud of their area.

Places will be empowered to identify and build on their own strengths and needs at a local level, focused on pride in place and increasing life chances. Local places will be able to use the Fund to complement funding such as the Levelling Up Fund, and mainstream employment and skills provision to maximise impact and simplify delivery.

Further information on the aims of the fund, along with the outputs and outcomes to be delivered can be found at: [UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114444/UKSPF_prospectus.pdf)

At a local level, Torbay's Investment Plan (Appendix 2) sets out how we intend to utilise UKSPF. Furthermore, UKSPF will support the delivery of Torbay's Economic Growth Strategy 2022-2030 (Appendix 1). It is therefore imperative that potential applicants consider how delivery of the lots will support Torbay's Investment Plan and the delivery of the Economic Growth Strategy.

## A2 Core Requirements

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Applicants must be able to demonstrate they will meet the requirements set out in Section E3 Core Requirements for the whole term of this Contract.

## A3 Division of Contract into Lots

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This Contract is being divided into the following Lots:

**Lot 1 - E3: Creation of and improvements to local green spaces** – under this Lot funding will be awarded to a single Applicant;

**Lot 2 - E9: Impactful volunteering and/or social action projects** – under this Lot funding will be awarded to a single Applicant;

**Lot 3 - E10: Local sports facilities, tournaments, teams and leagues** – under this Lot funding will be awarded to 2 Applicants;

**Lot 4 - E17: Development and promotion of visitor economy** – under this Lot funding will be awarded to a single Applicant;

**Lot 5 - E25: Bid for and host international business events and conferences** – under this Lot funding will be awarded single Applicant;

**Lot 6 - E26: Growing the local social economy** – under this Lot funding will be awarded to a single Applicant.

Applicants may apply for one or more Lots, although there is no guarantee that funding will be awarded to the same Applicant in respect of multiple Lots, therefore Applicants must ensure each intervention can be delivered in isolation.

There is no limit to the number of Lots an Applicant can apply for or the number of Lots that may be awarded to a single Applicant.

Where the Council is seeking to award funding to more than one organisation, funding will be awarded to the highest scoring Applicant, followed by the second highest scoring Applicant and so on until all of the funding has been allocated.

## A4 Contract Period

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It is anticipated that the Contracts will commence as soon as possible following award and will be in place for the following periods:

**Lot 1 - E3: Creation of and improvements to local green spaces** – it is anticipated the Contract will commence as soon as possible following award. Funding is due to be spent in the 2022/2023 financial year, to enable successful Applicants and the Council to report outputs and outcomes until the end of the programme the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract.

**Lot 2 - E9: Impactful volunteering and/or social action projects** – it is anticipated the Contract will commence as soon as possible following award. Funding is due to be spent in the 2022/2023 and 2023/2024 financial years, to enable successful Applicants and the Council to report outputs and outcomes until the end of the programme the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract..

**Lot 3 - E10: Local sports facilities, tournaments, teams and leagues** – it is anticipated Contracts will commence as soon as possible following award. Funding is due to be spent in the 2022/2023 and 2023/2024 financial years, to enable successful Applicants and the Council to report outputs and outcomes until the end of the programme the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract.

**Lot 4 - E17: Development and promotion of visitor economy** – it is anticipated the Contract will commence as soon as possible following award. Funding is due to be spent in the 2022/2023 and 2024/2025 financial years, the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract.

**Lot 5 - E25: Bid for and host international business events and conferences** – it is anticipated the Contract will commence on 01 April 2023. Funding is due to be spent in the 2023/2024 financial year, to enable successful Applicants and the Council to report outputs and outcomes until the end of the programme the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract.

**Lot 6 - E26: Growing the local social economy** – it is anticipated the Contract will commence as soon as possible following award. Funding is due to be spent in the 2022/2023, 2023/2024 and 2024/2025 financial years, to enable successful Applicants and the Council to report outputs and outcomes until the end of the programme the Contract will be in place until 31 March 2025, subject to termination clauses within the Terms and Conditions of Contract.

## A5 Funding

The table below sets out the level of funding allocated against each intervention / Lot and these are the amounts which will be awarded to successful Applicants. When completing their Part 3 Pricing Schedule Applicants are required to set out when they will draw down the total funding available for the relevant Lot.

	2022/2023		2023/2024		2024/2025		Total	
	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev
Lot 1	£20,800						£20,800	
Lot 2		£10,400		£10,400				£20,800
Lot 3*	£23,723		£22,000				£45,723	
Lot 4		£5,200				£16,500		£21,700

For Information

	2022/2023		2023/2024		2024/2025		Total	
	Cap	Rev	Cap	Rev	Cap	Rev	Cap	Rev
Lot 5				£27,080				£27,080
Lot 6		£10,400		£15,600		£15,600		£41,600

**\*Please Note: Lot 3 - E10: Local sports facilities, tournaments, teams and leagues –**  
As this funding is being allocated to multiple Applicants the total funding awarded to each successful Applicant is as follows:

	2022/2023		2023/2024		Total	
	Cap	Rev	Cap	Rev	Cap	Rev
Lot 3	£5,930.75		£5,500.00		£11,430.75	

All funding referred to above is exclusive of VAT.

**Please Note:** Whilst Applicant may include additional sources of funding within their proposals the level of funding being sought from UKSPF cannot exceed the allocated budget for the applicable Lot. Where the UKSPF funding requested by an Applicant exceeds the budget set out above the Applicant will be deemed to have failed the process in its entirety and their Application will not be evaluated further.

## A6 Price Review

The price offered by the Applicant in RFQ Part 3 Pricing must be firm and fixed for the duration of the Contract. The schedule in RFQ Part 3 Pricing has been structured to enable pricing to be provided for the whole life of the Contract. Therefore no further price reviews will be available.

## A7 Application Timetable

Torbay Council proposes the following timetable for the award of the Contract(s):

Application Stage	Dates
Tender Documents Published	Tuesday 17 January 2023
Tender Launch Event	Monday 23 January 2023 11:30-13:00
Clarification Question Submission Deadline	Monday 30 January 2023 12:00 Noon
Clarification Responses Deadline	Thursday 02 February 2023
Tender Submission Date & Time	Tuesday 07 February 2023 12:00 Noon

For Information

Evaluation Period	Wednesday 08 to Friday 17 February 2023
Contract Award Notification	Tuesday 21 February 2023
Agreement Signing	Wednesday 22 to Tuesday 28 February 2023
Contract Start	Wednesday 01 March 2023

The Council reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

## **A8 Authority Representatives**

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Applicants are advised that Torbay Council Representatives will only respond to queries or questions in relation to this Tender opportunity through ProContract and are unable to respond to any questions raised verbally or by email.

### **Authority Authorised Representative:**

Connor Conneely, Senior Economic Development Officer, TDA Group

### **Procurement Representative:**

Tracey Field, Head of Procurement, Contract Management and Commissioning

## **A9 Tender Launch Event**

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The Council will be carrying out a virtual tender launch event, using Teams, on Monday 23 January 2023 from 11:30 to 13:00.

At the event you can find out more about the interventions, possible funding available, application process and anything else UKSPF related. We strongly encourage you to attend if you are considering an application, there will also be time for additional questions and answers.

If you would like to attend the event please notify the Council through the Portal Messaging Facility by no later than 12:00 Noon on Thursday 19 January 2023, together with the name, job title and email address(es) of the individual(s) who will be attending.



## B Application Process

### B1 Application Procedure

This procedure is being undertaken in accordance with the Council's Contract Procedures.

### B2 Stage 1 Supplier Suitability

**Please Note:** This stage only applies to **Lot 3, Lot 5, Lot 6.**

The Council may take account of any prior knowledge it has of the Applicant, its practice, reputation or its involvement in existing services, projects or procurements to the extent that such knowledge indicates that information contained in the Applicant's Supplier Suitability Questionnaire (SSQ) submission is false, misleading or inaccurate.

The Council will test Applicants' previous experience, existing capacity, compliance with relevant legislation and their ability to demonstrate that there are no formal grounds for exclusion, using the questionnaire at section B of Part 2 Response Document.

The Applicant's response will be evaluated in accordance with the scoring methodology set out in section B4 below.

Applicants will need to satisfy the requirements of Stage 1 in order for their Stage 2 response to be evaluated.

#### B2.1 Supplier Suitability Criteria

Applicants are advised to ensure they have read and fully understand the criteria below, which will be used in assessing responses within section A. Supplier Suitability Questionnaire of Part 2 Response:

Stage 1	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
B. Supplier Suitability Questionnaire		Pass		Pass
The Council may exclude any Applicant who fails part or all of the Supplier Suitability Questionnaire				
B4. Applicant Information	These sections will be assessed on the basis of pass or fail.		Pass	Pass

Stage 1	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
<b>B5 Contact Details and Declaration</b>	In order for the response to be considered a pass these sections must be fully completed by the Applicant.		Pass	Pass
<b>B6. Grounds for Mandatory Exclusion</b>	<p>This will be assessed on the basis of pass or fail. The Council may exclude any Applicant who answers 'Yes' in any of the situations set out in this section.</p> <p>The Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>The decision to exclude an Applicant in relation to the Exclusion Grounds will be subject to evidence of self-cleaning being provided by the Applicant demonstrating its reliability despite the existence of a relevant exclusion ground and the Council considering such evidence to be sufficient.</p>		Pass	Pass
<b>B7 Grounds for Discretionary Exclusion</b>	<p>This will be assessed on the basis of pass or fail. The Council may exclude any Applicant who answers 'Yes' in any of the following situations set out in this section.</p> <p>The decision to exclude an Applicant in relation to the Exclusion Grounds will be subject to evidence of self-cleaning being provided by the Applicant demonstrating its reliability despite the existence of a relevant exclusion ground and the Council considering such evidence to be sufficient.</p>		Pass	Pass
<b>B8. Financial Standing</b>	This will be assessed on the basis of pass or fail. The Applicant must demonstrate that they meet the requirements of this section in it's entirety order to pass.		Pass	Pass

	<p><b>Assessment of Financial Standing</b></p> <p><b>Question B8.1</b> – As part of its due diligence process the Council will carry out a credit check on all Applicants, using Dun and Bradstreet's Credit Reporter system. The financial check will relate to the D&amp;B Failure Score, which identifies the level of risk of a business failing. The Supplier must yield a Failure Score of 50 or more to demonstrate that they have suitable financial standing. At this stage the information will only be used to ascertain whether further financial information will be required from the Applicant to enable a broad financial appraisal to be undertaken in the event the Applicant is deemed to be the winning Applicant.</p> <p>If the financial check yields a Failure Score of below 50, or the check yields information that may prove to be of concern, regardless of the financial check score, or a check is unable to be performed, financial information shall be referred to the Council's Corporate Finance Department for further investigation, who will determine if the supplier's financial standing is suitable.</p> <p><b>Question B8.2</b> – where the Applicant has indicated that they will provide the requested documentation i.e. they have answered 'Yes', to one or more of the options listed the response will be deemed a pass. Where the Applicant has responded 'No' the response will be deemed a fail. To prevent delays to the due diligence process any Applicant may be asked, at any point during the evaluation period, to submit the supporting financial information indicated at section B8.2. Where information is requested it will only be assessed in respect of the successful Applicant(s).</p> <p><b>Question B8.3)</b> – the Applicant is required to indicate whether their annual turnover for the previous 2 financial years is a minimum of twice the annual value of the total funding<sup>1</sup> they are applying for. A 'Yes' response will be considered to be a pass and a 'No' response</p>			
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Stage 1	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
	<p>a fail.</p> <p><b>Overall Assessment of Section B8</b></p> <p>Where an Applicant has failed any part of section A8 the Council will consider the information provided at A8.4 before determining whether the Applicant has failed this section in its entirety. Where the Applicant has provided sufficient information or assurance at A8.4 they will pass this section. Where an Applicant fails this section they will be deemed to have failed this stage in its entirety, their submission will not be evaluated further and they will be notified accordingly.</p> <p><b>Financial Due Diligence</b></p> <p>Where the requirement for a broad financial appraisal in respect of the successful Applicant is established through the evaluation of the SSQ the Council will undertake an assessment of the circumstances of the Contract and the Applicant to determine financial capacity, health and dependency. This appraisal will be used to inform an assessment of risk. In making this assessment, The Council will appraise a range of financial information applying a broad commercial perspective, including an appraisal of the financial statements submitted by the Applicant and an appraisal of other relevant sources of financial information, including but not limited to Dun and Bradstreet's Credit Reporter system. The Council will use the outcomes of this appraisal to determine the Applicant's financial standing and in its opinion the level of risk to the Council and as such whether a guarantor will be required. Where the appraisal</p>			

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<sup>1</sup> Where an Applicant is applying for more than one Lot they must respond on the basis of the total funding being applied for.

Stage 1	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
	indicates to the Council that the Applicant is a clearly unrealistic bidder with inadequate resources and without, in its opinion, adequate financial support guarantees, the Council reserves the right to reject the Applicant's bid.			
<b>B9. Insurance</b>	This section will be assessed on the basis of pass or fail. The Applicant must demonstrate they meet all requirements. The successful Applicant will be required to provide evidence of compliance as part of the due diligence process.		Pass	Pass
<b>B10. Requirements under the Modern Slavery Act 2015</b>	This section will be assessed on the basis of pass or fail. The Applicant must demonstrate they meet the requirements, if applicable. The successful Applicant may be required to provide evidence of compliance as part of the due diligence process.		Pass	Pass
<b>B11 Technical and Professional Ability</b>	This section will be assessed on the basis of pass or fail.. The Applicant must demonstrate they meet all requirements. The successful Applicant may be required to provide evidence of compliance as part of the due diligence process.		Pass	Pass

## B3 Stage 2 Award

### B3.1 Award Evaluation

**Please Note: This stage applies to all Lots.**

The Council will only evaluate submissions from Applicants who have satisfied the requirements of Stage One Selection (where applicable) and meet any mandatory requirements for Stage Two, taking into account a combination of Quality and Price. The top scoring Applicant in respect of each Lot will be considered to have been successful.

For Information

The Applicant's response will be evaluated in accordance with the scoring methodology set out in sections **Error! Reference source not found..**

**Please Note:** All percentage scores will be calculated to two decimal places.

Where the scoring for two or more Tender submissions is tied, the top scoring Applicant will be the Applicant who has achieved the higher score on Award Question One.

Applicants are advised to ensure they have read and fully understand the criteria below, which will be used in the evaluation process:

Stage 2	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
C Applicable Lots	These criteria will be assessed on the basis of pass or fail.	Pass		Pass
D Mandatory Requirements	These criteria will be assessed on the basis of pass or fail. The Council may exclude any Applicant who fails this section.	Pass		Pass
E Project Information	These criteria will be assessed on the basis of pass or fail. The Council may exclude any Applicant who fails this section.	Pass		Pass
F Outputs and Outcomes	These criteria will be assessed on the basis of pass or fail. The Council may exclude any Applicant who fails this section.	Pass		Pass
<b>Total Score Available – Quality</b>		<b>100%</b>		
H Award Questions Lots1 - 5	These criteria will be assessed on the zero to five scoring basis.			
	<i>Award Question 1 Project Proposal and Deliverability</i>		80.00%	
	<i>Award Question 2 Financial Deliverability</i>		20.00%	
H Award Questions Lot 6 Only	These criteria will be assessed on the zero to five scoring basis.			

For Information

Stage 2	Evaluation Criteria	Main Criteria	Sub-Criteria	Threshold
	<i>Award Question 1 Project Proposal and Deliverability</i>		60.00%	
	<i>Award Question 2 Compliance</i>		20.00%	
	<i>Award Question 3 Financial Deliverability</i>		20.00%	
<b>Price:</b>		<b>Pass</b>		<b>Pass</b>
<b>Part 3 Pricing Schedule</b>	This criterion will be assessed on the basis of pass or fail. In order to achieve a pass the total funding requested from UKSPF must not exceed the budget stated for that Lot.		Pass	Pass

## B4 Scoring Methodology

Responses will be assessed using one, some or all of the following methods:

### B4.1 Pass/Fail

Evaluation criteria assessed on a pass/fail basis are those where meeting the requirement is essential to Applicant's ability to deliver the Contract. They will usually relate to questions where a Yes or No response can be provided. The ability to meet the requirement will achieve a Pass and the Applicant will achieve a Fail where they are unable to meet the requirement.

Where a Pass/Fail criterion is assessed on a scoring basis, a score of 3 or more, using the zero to five scoring matrix at B4.2 will be required to achieve a pass.

Where an Applicant fails one or more Pass/Fail criteria they will be deselected from participating further in the process and will be notified accordingly.

The criteria will also set out how the Applicant should evidence their ability to meet the requirement, this will be either:

- within their response to the mandatory criteria itself
- within their responses to the Award questions; and/or
- during due diligence prior to contract award or commencement.

If the Applicant does not evidence ability to meet the requirement the response will be considered to be a fail and the Applicant will be deselected from participating further in the process and will be notified accordingly.

### B4.2 Zero to Five Scoring

Evaluation criteria assessed on a scoring basis will be evaluated using the zero to five scoring system in the table below.

<b>Score 5</b>	<b>Excellent</b>	<b>Exceeds the core requirement.</b> Exceptional demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the Contract. Response identifies factors that will offer significant added value and/or innovation, with evidence to support the response.
<b>Score 4</b>	<b>Good</b>	<b>Satisfies the core requirement with minor additional benefits.</b> Above average demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the Contract. Response identifies factors that will offer potential added value, with evidence to support the response.
<b>Score 3</b>	<b>Acceptable</b>	<b>Satisfies the core requirement.</b> Adequate demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the Contract, with sufficient evidence to support the response.



<b>Score 2</b>	<b>Minor Reservations</b>	<b>Minor reservations on the Applicant's ability to satisfy the requirement.</b> Some minor reservations of the Applicant's relevant ability, understanding, experience, skills, resource & quality measures required to deliver the Contract, with little or no evidence to support the response.
<b>Score 1</b>	<b>Serious Reservations</b>	<b>Major reservations on the Applicant's ability to satisfy the core requirement.</b> Considerable reservations of the Applicant's relevant ability, understanding, experience, skills, resource & quality measures required to deliver the Contract, with little or no evidence to support the response.
<b>Score 0</b>	<b>Unacceptable</b>	<b>Does not meet the core requirement.</b> Does not comply and/or insufficient information provided to demonstrate that the Applicant has the ability, understanding, experience, skills, resource & quality measures required to deliver the Contract, with little or no evidence to support the response.

The scoring system is based on the Applicant's ability to fully satisfy the core requirements of the Specification and provide sufficient evidence to support their response.

**Please Note:** Where an Applicant's response does not demonstrate the ability to deliver all of the core requirements the maximum score achievable will be two, regardless of whether the Applicant demonstrates an ability to meet or exceeds some of the core requirements.

#### Scoring Example:

<b>Sub Criteria % = 15.00%</b>			
<b>Applicant</b>	<b>Assessment</b>	<b>Score Awarded</b>	<b>% Score</b>
Applicant A	Exceeds the core requirement, with an exceptional demonstration of relevant ability, understanding, experience, skills, resource and quality measures required to deliver the Contract, with evidence of significant added value/innovation	5	15.00%
Applicant B	Fully meets the core requirements, provides sufficient evidence to demonstrate their ability to deliver the contract and offers some potential added value.	4	12.00%
Applicant C	Meets the core requirements, provides adequate evidence to demonstrate their ability to meet those requirements.	3	9.00%
Applicant D	Provides adequate evidence to demonstrate their ability to meet some, but not all, of the core requirements and offers some added value and innovation in relation to aspects of their offer.	2	6.00%

Applicant E	Applicant states they can fully meet the core requirements, but does not provide sufficient evidence to demonstrate this.	2	6.00%
Applicant F	Applicant does not provide sufficient assurance that they have the relevant ability, understanding, experience, skills, resource & quality measures required to meet the majority of the core requirements.	1	3.00%
Applicant G	Applicant does not provide sufficient assurance that they have the relevant ability, understanding, experience, skills, resource & quality measures required to meet any of the core requirements.	0	0.00%

### The Core Requirements

Applicants are required to demonstrate their ability to meet the core requirements identified within section E3 Specification. Additional requirements and added value will only be considered where the Applicant has fully met the criteria to be awarded a minimum score of three.

### B4.3 Character, Word and Page Limits

Character, word or page limits relate to the maximum number of characters, words or pages Applicants can submit.

Where an Applicant's response exceeds any limit set, those elements of the response which fall outside of that limit will not be evaluated.

## **c Application Requirements**

### **C1 Communication**

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**All** communication between the Council and Applicants will take place through ProContract. Applicants must not make direct contact with Council officers, during the Application process.

**Please Note:** Applicants are responsible, at all times during the Application process, for checking whether any messages or amendments have been issued through ProContract.

### **C2 Application Clarification**

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**Please Note:** The Council will only accept clarification questions, including queries or suggestions on the Terms and Conditions, during the clarification period stated in the Application Timetable, unless the question is directly related to a clarification response issued by the Council on or after the deadline for submission of questions.

The Council will not negotiate on any of the substantive terms of the Application documents or requirements set out within those documents.

Responses to clarification questions will be provided to all Applicants except where the question is innovation based, in which case the response will only be provided to the Applicant who raised the question.

The Council will endeavour to respond to clarification questions within 5 working days of the date the question is submitted, or the next working day if the question is submitted on a non-working day.

The identity of Applicants raising questions will remain confidential.

Applicants are responsible for ensuring they read and understand the responses to questions that have been raised.

### **C3 Amendment to Documents**

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Applicants are responsible for ensuring they have read all communications relating to the amendment of Application documents and will be considered to have taken any amendments into account when preparing their submission.

### **C4 Post Application Clarification**

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Post application clarification will be for the purposes of clarifying the content of an Applicant's submission where this would not be discriminatory to other Applicants.

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Questions may be issued to one, some or all Applicants as appropriate.

**Please Note:**

- Where post application clarification results in modification to an Applicant's Application the Council reserves the right to reject the Application.
- Where post application clarification results in substantial modification to the requirements, the process undertaken or the Contract, the Council reserves the right to restart or abandon the Application process.
- Failure to respond to post application clarification questions within the specified timescale may result in the Application being rejected.

## **C5 Preparation and Completion of Tenders**

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Applicants are responsible for ensuring they fully understand the requirements and have all the information they need to enable them to submit a response, within the time required. The Council will not accept any claims related to an Applicant's failure to read and understand the documents.

**Please Note:** The Council is committed to meeting its transparency commitment and may be obliged to disclose information relating to this process or an individual Applicant's response. Any information disclosed by the Council will be in accordance with what is currently disclosable under Freedom of Information legislation. Applicants must ensure they understand the limitations on Freedom of Information exemptions for confidentiality and commercially sensitive information and are requested to clearly identify anything contained within their submission which they consider to be commercially sensitive either during the application process or after conclusion of the Contract.

Applicants are advised to note the following when completing their response:

- (a) all responses must be in English or GBP £ sterling;
- (b) responses must be submitted using RFQ Part 2 Response and RFQ Part 3 Pricing Schedule;
- (c) the format and layout of the response documents must not be altered;
- (d) each question should be answered in full and should not refer evaluators to other responses within RFQ Part 2 Response;
- (e) where a question does not apply to an Applicant they should clearly state N/A in the response section;
- (f) evaluators cannot take into account any prior knowledge they have of your organisation or its capabilities, they will assess your Application purely on the basis of the information you provide within it;
- (g) where a word or page limit has been set any part of the response which exceeds that limit will not be evaluated;
- (h) supporting documents / appendices will only be evaluated where these have been permitted and must be clearly referenced within your response;
- (i) individual evaluators may not evaluate every question and the evaluation panel may include partner organisations or people who use Council services;

- (j) all documents must be completed in full, in accordance with any specific instructions set out within the documents and signed where required.

**Please Note:** Applicants are expected to read, understand and confirm their acceptance of the Terms and Conditions before submitting their Application.

Applicants are responsible for meeting any costs, expenses or liabilities incurred in connection with this process, including if it is terminated or amended. The Council will not be responsible, nor will they pay for any expense or loss which may be incurred by Applicants in the preparation of their Applications, or any other aspect of the Application process.

## **C6 Submission and Opening of Applications**

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Applicants should submit all documentation electronically through ProContract ([www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)) using the Response Wizard as directed in the 'Supplier Guide' located in the help section or in Appendix A ProContract User Guide.

**Please Note:** Failure to complete or submit RFQ Part 2 Response and RFQ Part 3 Pricing Schedule in accordance with the Council's requirements may result in the Application being rejected.

Applicants are responsible for ensuring:

- (a) they have submitted all of the required documents in the correct format;
- (b) their response is submitted by the deadline. **Please Note:** any submissions classified by ProContract as late will be rejected.

If the Council is made aware of any technical issues with ProContract, which may prevent Applicants from meeting the submission deadline, the deadline may be extended. However, Applicants are strongly advised to submit their Application in good time.

An Applicant's submitted Application will constitute an irrevocable offer to provide the required goods, services or works.

All Applications will remain electronically sealed until the Submission deadline, when they will be unsealed by a member of the Procurement Team.

### **Technical Support**

If you experience any problems with ProContract please contact the Proactis support desk:

[\*\*ProContractSuppliers@proactis.com\*\*](mailto:ProContractSuppliers@proactis.com)

Or click on the Help link at the bottom of the web page.

**Please Note:** If your issue is time sensitive call:

**0330 005 0352**

This line is available 09:00 to 17:30 Monday to Friday (excluding English bank and public holidays).

## C7 Rejection of Applications

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The Council will only reject Applications where rejection is without prejudice to any other civil remedies available to the Council or any criminal liability which the Applicant's conduct may attract.

The Council will reject any Application where:

- (a) submission was made after the date and time specified in the Application Timetable at A7;
- (b) submission was not made through ProContract;
- (c) the Applicant's price exceeds the Council's declared budget, if applicable;
- (d) the Applicant has not accepted the Council's Terms and Conditions. **Please Note:** Torbay Council will seek clarification from the Applicant prior to rejecting the Application;
- (e) the Applicant acts in any way improperly, including but not limited to canvassing, price fixing or inducements (which relate to offences under the Bribery Act 2010, Section 117 of the Local Government Act 1972 or any future legislation); or
- (f) the Council has become aware at any point that the Applicant has been afforded a competitive advantage or has a conflict of interest that cannot be rectified.

Torbay Council may at its absolute discretion reject any Application where:

- (a) it is considered by Torbay Council to be incomplete or vague, i.e. where the Applicant has not:
  - submitted all required documents, including supporting information requested; or
  - fully completed all the documents required; or
  - responded to all the questions; or
- (b) it has not been submitted in the required format(s);
- (c) the Applicant has altered the documents in any way;
- (d) any of the information provided by an Applicant is found to be inaccurate or misleading;
- (e) the Applicant contradicts itself in terms of any information provided;
- (f) the Applicant has not responded to post application clarification questions within the specified timescale;
- (g) the Applicant has qualified the Application in any way; or
- (h) the Application is in breach of any condition contained within it.

## C8 Evaluation and Award

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The Council will complete a full evaluation, in accordance with the stated evaluation criteria, of accepted Applications which meet all the mandatory requirements as set out within the documents.

**Please Note:** Not all evaluators may assess every question, but all Applications will be evaluated in the same manner and by the same evaluators.

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The Council is not bound to make any award of Contract. If the Contract is awarded it will be based on the most economically advantageous application, which may not be the lowest price offered.

On completion of the evaluation process approval to award the Application will be sought in accordance with the Council's approval procedure.

All Applicants will be notified through ProContract of the Application outcome, whether this is to award or not to award the Contract.

**Please Note:** Applicants will be advised through ProContract of any changes to the decision date.

## C9 Legal and Contracting Arrangements

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Information supplied by the Council as part of the application process is supplied in good faith and Applicants must satisfy themselves as to the accuracy of such information. The Council accepts no responsibility for any loss or damage arising from the use by Applicants of such information. All information issued to Applicants must be treated as confidential.

Applicants must ensure that they are fully familiar with the nature and extent of the obligations that they will take on if their Application is accepted.

The information provided by Applicants will be relied upon to be true and accurate and will form part of the Contract with the successful Applicant. **Please Note:** If any of the information provided by an Applicant is found to be inaccurate the Applicant may be excluded from further participation in this or any future Application issued by Torbay Council and could lead to termination of any resultant Contract.

In submitting a response Applicants will be confirming to Torbay Council that:

- (a) they have satisfied themselves of the accuracy and viability of all prices or rates they have quoted;
- (b) all prices or rates quoted will (unless otherwise provided for in the Contract) cover all of the Applicant's obligations under the Contract;
- (c) they have obtained all of the necessary information in relation to risks, contingencies or any other circumstances which reasonably influence or affect their bid;
- (d) their Application is accurate and sufficient.

Torbay Council may, at its sole discretion, terminate the process at any time. If such action is taken, Applicants will be notified through ProContract.

Torbay Council reserves the right to restart or abandon the Application process where the lowest price submitted exceeds its estimate or available budget.

The Applicant's offer shall remain open for acceptance for a period of 6 months from the closing date and may be extended by mutual agreement.

**Please Note:** if the successful Applicant does not accept the Terms and Conditions as drafted Torbay Council reserves the right to withdraw the Contract award and class the

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submission as non-compliant.

Any acceptance of the Application by the Council will be communicated in writing to the Applicant and upon that acceptance the Contract shall become binding on all parties.

As part of the pre-award due diligence process and / or prior to issuing the Contract the successful Applicant may be required to provide evidence, including but not limited to, the accuracy of their self-assessment within section B Supplier Suitability Questionnaire and section D Mandatory requirements of RFQ Part 2 Response. **Please Note:** If the successful Applicant is unable to provide this evidence the Council reserves the right to withdraw the Contract award and class the submission as non-compliant.

The successful Applicant will not be allowed to commence performing the Contract prior to the formal Contract documents being signed by both parties, unless written agreement to do so has been given by the Council's Legal Service.



## D Glossary

### D1 Application Documents

The following documents, together with the Appendices and Links at D2 below, form the application documents:

Document	Purpose	For Completion and Submission
Part 1 Information and Specification	Contains: <ul style="list-style-type: none"> <li>information on the Application process and how it will be conducted;</li> <li>the Council's requirements in relation to the goods, services or works being procured.</li> </ul>	No
Part 2 Response Document	Contains: <ul style="list-style-type: none"> <li>the Certificates and Declarations to which all Applicants must conform;</li> <li>the SSQ;</li> <li>terms and conditions of contract</li> <li>mandatory requirements;</li> <li>award questions</li> </ul>	Yes
RFQ Part 3 Pricing	Contains the Applicant's pricing proposals for this Application.	Yes

### D2 Appendices and Links

- Appendix A ProContract User Guide
- Appendix F Health and Safety Policy Statement
- Appendix 1 Torbay Economic Growth Strategy
- Appendix 2 Torbay UKSPF Investment Plan Summary
- List of Mandatory and Discretionary Exclusions:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)
- EU Definition of an SME:  
<http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

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- PSC Guidance:  
<https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships>
- Award Questionnaire – Subsidy Control:  
[Complying with the UK's international obligations on subsidy control: guidance for public authorities - GOV.UK \(www.gov.uk\)](#)
- Award Questionnaire – UKSPF Equality and Diversity Objectives:  
[UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)
- Award Questionnaire – UKSPF Publicity Requirements:  
[UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

## D3 Definitions

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Term	Definition
<b>Council</b>	Torbay Council, being the Contracting Authority or anyone acting on behalf of Torbay Council, that is seeking to invite suitable applicants to participate in this Application process
<b>Applicant</b>	An organisation that may respond to this Application process.
<b>Application</b>	The invitation to bid for this Contract; and / or The Applicant's response to this opportunity.
<b>Authority Authorised Representative</b>	The Officer leading the Application process on behalf of Torbay Council who may be responsible for managing the resultant Contract.
<b>Award</b>	The process by which Torbay Council will determine the successful bidder in accordance with <i>Regulation 67 Contract award criteria</i> of the Public Contracts Regulations 2015.
<b>Award Questions</b>	The written response submitted by the Applicant to evidence their ability to meet Torbay Council's requirements, which will form part of the evaluation process upon which award of the Contract will be based.
<b>Confidential Information</b>	Any information or documents which Torbay Council considers to be confidential in nature and which will only be made available to Applicants who sign and submit a Confidentiality Agreement.
<b>Contract Procedures</b>	The procedures put in place by Authority on how contracts with external suppliers must be put into place.
<b>Contract Term</b>	The length of the Contract including extensions, if available.
<b>Contracting Authority</b>	Torbay Council and any other Authority on whose behalf Torbay Council may be working.

<b>Term</b>	<b>Definition</b>
<b>Contractor, Provider or Supplier</b>	The Applicant awarded the Contract culminating from an offer to supply accepted by Torbay Council.
<b>Data Controller</b>	The organisation responsible for determining the purposes for which and the means by which Contract Personal Data is processed.
<b>Data Processor</b>	An organisation acting on behalf of the Council in respect of the processing of Contract Personal Data.
<b>Documents</b>	All of the application documents in relation to this Application.
<b>Eligible Users</b>	Any organisation given access to the Contract resulting from this Application.
<b>Evidence</b>	The provision of examples, facts, data, case studies or other such information that will validate or support statements made in an Applicant's response in order to demonstrate they have the relevant ability, skills, resource and quality measures required to meet the Council's requirements.
<b>Joint Data Controller</b>	The Data Controller responsible with another Data Controller (e.g. the Council) for determining the purposes for which and the means by which Contract Personal Data is processed.
<b>Local (Businesses, Communities, Groups or Organisations)</b>	Operating within the Torbay local authority boundary for the benefit of Torbay residents and visitors.
<b>Lot</b>	One of a number of categories of goods or services into which a single Application process has been divided. The use of lots potentially allows for multiple providers to be appointed following a single Application process.
<b>Official Purchase Order</b>	Torbay Council's Official Purchase Order, to which these conditions apply.
<b>Price Review Mechanism</b>	The mechanism that will be used during the life of the Contract to review and vary the price.

Term	Definition
<b>ProContract</b>	The e-tendering portal through which Torbay Council advertises opportunities and conducts Applications.
<b>Procurement Representative</b>	The Procurement Officer who is leading the Application process on behalf of Torbay Council.
<b>Relevant Tax Authority</b>	The organisation responsible for administering tax policy in the country in which the Applicant's organisation is established.
<b>Sub-Processor</b>	Another processor engaged by the Data Processor to process Contract Personal Data on its behalf.
<b>UKSPF</b>	UK Shared Prosperity Fund.

## **E Specification**

### **E1 Overall Scope and Nature of the Requirement**

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The Council is not being prescriptive in respect of what must be delivered using this funding and is looking for innovative solutions to meet the objectives, outputs and outcomes set out at E3 below.

Where relevant to intervention objectives, the Council requires Applicants to align their proposals to Torbay's Economic Growth Strategy (Appendix 1).

### **E2 Mandatory Pass / Fail Requirements**

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#### **This section applies only to all Lots**

This section sets out the Authority's mandatory requirements for the successful Applicant to perform the Contract.

Evidence requirements are as set out in Part 5 Mandatory Criteria.

#### **E2.1 Safer Recruitment**

Where the Applicant will be working with children and or vulnerable adults, to ensure the Service creates a safer recruitment culture for clients and staff, the following are mandatory requirements:

- a) At least one member of each interview panel must have undertaken safer recruitment training;
- b) You must have effective procedures in place, that are regularly updated and communicated to staff;
- c) You must set a code for acceptable standards of behaviour for all staff and ensure this is effectively communicated to staff;
- d) You must take seriously all concerns that are raised;
- e) You must, on an ongoing basis, increase awareness and commitment to safeguarding across its organisation.]

#### **E2.2 Data Protection**

Where you will be processing Contract Personal Data as a result of being awarded this funding (as a Data Controller, Joint Data Controller, Data Processor or Sub-Processor) you

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must comply with your obligations under Data Protection legislation and must have the technical and procedural security measures in place to prevent:

- Unauthorised or unlawful processing of personal data;
- Accidental loss or destruction of or damage to personal data.

## **E2.3 Health and Safety**

- 2.3.1 All of your staff who undertake work on behalf of the Council are required to fully comply with their legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.
- 2.3.2 In recognition of the legal duties imposed upon them you and your staff undertaking work on behalf of the Council under this Contract will:
- a) co-operate with the Council's Director Responsible for Health and Safety, Managers, Supervisors, Corporate Health and Safety Department and their own Employer to enable them to comply with their legal duties;
  - b) Comply with ALL requirements of the Council's Health and Safety Policies and other rules and procedures in place;
  - c) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
  - d) Actively promote a positive health and safety culture;
  - e) Only undertake work for which they have been trained and are qualified and competent to undertake;
  - f) Where applicable, ensure that risk assessments and method statements relating to their work are presented to the council's authorised officer, prior to commencement of work, if they are not following the Safe System of Work provided by Torbay Council.
- 2.3.3 The Council's Health & Safety Policy Statement can be found at Appendix F.

## **E2.4 Invoicing**

- 2.4.1 The Council will make payments to the Provider quarterly in arrears.
- 2.4.2 The Provider must invoice the Council monthly in arrears for work undertaken.
- 2.4.3 The Provider must make all invoices payable by Torbay Council and must be marked with Torbay Council's name and address, the Provider's name and address and the Council's official purchase order number.
- 2.4.4 Invoices must be submitted by e-mail to: [invoices@torbay.gov.uk](mailto:invoices@torbay.gov.uk).
- 2.4.5 The Provider must provide a consolidated invoicing approach as standard, including for third parties services unless otherwise specified. Any information specific to the invoice and the provision of services, must be attached to the invoice, to enable prompt processing / payment;

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- 2.4.6 All invoices must contain a full breakdown of costs and must match the agreed pricing stated on the final quotation and official purchase order.
- 2.4.7 The Council's settlement terms are 30 days from the date of an undisputed invoice, or receipt of goods or service, whichever is the later.
- 2.4.8 Disputed parts of invoices and invoices not bearing purchase order numbers will not be paid and a corrected invoice will be required.
- 2.4.9 Payment will be by BACS and remittance advices will be transmitted to the Provider by email (the Provider's appropriate email address must be supplied).
- 2.4.10 Where IR35 regulations may apply to an Individual, Sole Trader or Personal Services Company, Torbay Council will conduct an employment status check to find out if the Provider should be classed as employed or self-employed for tax purposes (CEST). The Provider will agree to abide by the outcome of the employment status check, which may affect the way in which the Provider is paid and could include the possible deduction of Tax and National Insurance.

## **E2.5 Business Continuity**

- 2.5.1 You are required to have adequate plans in place to deal with any circumstances which may arise that could affect your ability to deliver the Contract and any associated outputs and outcomes. This could include, but is not limited to:
  - a) The impact of COVID-19 or any other similar crisis;
  - b) Destruction or loss of computer data / hardware;
  - c) Loss of business premises, including accommodation provided to service users under the contract;
  - d) Major accidents or incidents or Force Majeure Events;
  - e) Safeguarding issues;
  - f) Loss of professional registrations / accreditations without which the provider cannot legally deliver the contract;
  - g) Staffing issues;
  - h) Supply chain issues;
  - i) Impact of legislative changes – e.g. Brexit;
  - j) Any other reasonably foreseeable events that could prevent the delivery of the contract in full or in part.

You may be required to provide evidence of your plan at a later date.

## **E2.6 Use of Council Branding**

- 2.6.1 These requirements apply where the Applicant is intending to use any Council branding or logos in its marketing, promotional or other materials.
- 2.6.2 Torbay Council owns its identity, branding devices and logos, these are protected by law.



- 2.6.3 The Provider must agree only to use the Council's visual identity in accordance with the terms set out in the Contract.
- 2.6.4 The Provider will be issued a licence number to use the Council's visual identity and use must be only in relation to this Contract, further usage will be subject to separate request and approval.
- 2.6.5 Permission to use the Council's visual identity does not prevent the Council from revoking that permission at a later point. Any revocation is at the sole and complete discretion of the Council.
- 2.6.6 The Council's identity is provided 'as is' and must not be altered in any way.

## **E2.7 Outputs and Outcomes**

- 2.7.1 All Applicants are required to set out within the table at section F of RFQ Part 2 Response the outputs and outcomes that will be delivered through the project and when they will be achieved.
- 2.7.2 The table below sets out the minimum output and outcome which must be achieved through the programme, Applicants may offer to deliver a higher level of outputs and / or outcomes.

Output / Outcome		Torbay Programme Target (minimum)
<b>Lot 1 - E3: Creation and improvements to local green spaces</b>		
<b>Output</b>	Number of neighbourhood improvements undertaken (numerical value)	4
	Amount of green or blue space created or improved (m <sup>2</sup> )	100
<b>Outcome</b>	Increased footfall (% increase)	10.00%
	Improved perceived/experienced accessibility (% increase)	10.00%
	Improved perception of facilities/amenities (% increase)	50.00%
<b>Lot 2 - E9: Impactful volunteering and/or social interaction projects</b>		
<b>Output</b>	Number of organisations receiving financial support other than grants (numerical value)	5

Output / Outcome		Torbay Programme Target (minimum)
	Number of organisations receiving grants (numerical value)	4
	Number of local events or activities supported (numerical value)	5
	Number of volunteering opportunities supported (numerical value)	90
	Number of projects (numerical value)	2
<b>Outcome</b>	Improved engagement numbers (% increase)	20.00%
	Volunteering numbers as a result of support (numerical value)	90
<b>Lot 3 - E10: Local sports facilities, tournaments, teams and leagues</b>		
<b>Output</b>	Number of facilities supported/created (numerical value)	2
	Levels of participation in sports and recreational activities at facilities that have benefitted from funding (based on registered players/teams) (% increase)	15.00%
<b>Outcome</b>	Increased users of facilities/amenities (% increase)	20.00%
	Improved perception of facility / infrastructure project (% increase)	15.00%
<b>Lot 4 - E17: Development and promotion of the visitor economy</b>		
<b>Output</b>	Number of businesses receiving non-financial support (numerical value)	4
	Number of Tourism, Culture or heritage assets created or improved (numerical value)	3
	Number of people reached (numerical value)	40000

Output / Outcome		Torbay Programme Target (minimum)
	Number of local events or activities supported (numerical value)	4
Outcome	Jobs created (numerical value)	3
	Jobs safeguarded (numerical value)	8
	Increased footfall (% increase)	25.00%
	Increased visitor numbers (% increase)	15.00%
	Increase in visitor spending (% increase)	2.00%
	Improved perception of attractions (%  increase)	5.00%
<b>Lot 5 - E25: Bid for and host international business events and conferences</b>		
Output	Number of businesses receiving grants (numerical value)	1
	Number of events/participatory programmes (numerical value)	3
Outcome	Increased visitor numbers (% increase)	1.00%
	Increased number of businesses supported (% increase)	20.00%
	Increased amount of investment (£)	£40,000.00
<b>Lot 6 – E26: Growing the local social economy</b>		
Output	Number of businesses receiving non-financial support (numerical value)	30
	Number of potential entrepreneurs provided assistance to be business ready (numerical value)	10
Outcome	Jobs created (numerical value)	4
	Jobs safeguarded (numerical value)	7

Output / Outcome		Torbay Programme Target (minimum)
	Number of new businesses created (numerical value)	15
	Number of businesses engaged in new markets (numerical value)	4

## E3 Core Requirements

### E3.1 Requirements Applicable to All Lots

- 3.1.1 The supplier requirements, together with the objectives, outputs and outcomes to be delivered using the funding are set out below for each Lot.
- 3.1.2 Projects must be capable of delivering the stated outputs and outcomes within the required timescales and Applicants are required to demonstrate this within their award question responses.
- 3.1.3 Successful Suppliers are required to monitor the achievement of the outputs and outcomes set out in the tables below and report on them to the Council on a quarterly basis until the end of the UKSPF programme (31 March 2025).

E3.2 Lot 1 - E3: Creation of and improvements to local green spaces	
<b>Investment Priority</b>	Community and Place
<b>Intervention</b>	Creation of and improvements to local greenspaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>The successful Supplier is required to use the capital funding to directly make improvements or support community groups to make improvements to a minimum of 4 local community projects or spaces. The improvements must cover a minimum area of 100m<sup>2</sup>.</li> <li>The outputs and outcomes delivered through the project must be achieved by 31 March 2024.</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects</li> </ul>

	<ul style="list-style-type: none"> <li>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention</li> </ul>
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>4 neighbourhood improvements undertaken</li> <li>100m2 of new green/blue space created</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>10% increase in footfall</li> <li>10% increase in improved perception of facilities/amenities</li> <li>50% increase in users of facilities</li> </ul>
<b>Example Projects</b>	<ul style="list-style-type: none"> <li>Development of a new park, particularly in areas with the least access to greenspace</li> <li>Development of a new community garden</li> <li>Urban/riparian tree planting</li> <li>Changes to management of green spaces, verges etc.</li> <li>Regeneration of existing parks or community gardens, particularly in areas with poor quality parks and gardens</li> <li>Improving access to existing parks</li> </ul>

<b>E3.3 Lot 2 - E9: Impactful volunteering and/or social action projects</b>	
<b>Investment Priority</b>	Community and Place
<b>Intervention</b>	Funding for impactful volunteering and/or social action projects to develop social and human capital in local places
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>In order to increase volunteering opportunities the successful Supplier is required to:               <ol style="list-style-type: none"> <li>support local volunteering groups and organisations to access to grants and other sources of finance; and</li> <li>support local volunteering groups and organisations to carry out promotional events and activities and / or directly deliver promotional events and activities.</li> </ol> </li> <li>The outputs and outcomes delivered through the project must be achieved by 31 March 2024.</li> </ul>
<b>Objectives</b>	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>5 organisations receiving financial support other than grants</li> <li>4 organisations receiving grants</li> <li>5 local events/activities supported</li> </ul>

	<ul style="list-style-type: none"> <li>• 90 volunteering opportunities supported</li> <li>• 2 projects delivered</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>• 20% increase in engagement users</li> <li>• 90 volunteering activities/events/incidents</li> </ul>
<b>Example Projects</b>	<ul style="list-style-type: none"> <li>• Funding for local volunteering groups, such as youth charities, careers groups or refugee support groups</li> <li>• Support for people to develop volunteering and/or social action projects locally</li> </ul>

<b>E3.4 Lot 3 - E10: Local sports facilities, tournaments, teams and leagues</b>	
<b>Investment Priority</b>	Community and Place
<b>Intervention</b>	Funding for local sports facilities, tournaments, teams and leagues; to bring people together
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>• The successful Suppliers are required to use the capital funding to:               <ul style="list-style-type: none"> <li>(a) support the development of existing community based sports facilities, tournaments, teams or leagues; or</li> <li>(b) enable the creation of new community based sports facilities, tournaments, teams or leagues.</li> </ul> </li> <li>• The outputs and outcomes delivered through the project must be achieved by 31 March 2024.</li> </ul>
<b>Objectives</b>	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space and community-led projects
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>• 2 facilities supported/created</li> <li>• 15% increase in participation in sports and recreational activities at facilities that have benefited from funding</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>• 20% improved perception of new facilities/amenities</li> <li>• 15% increase in use of facilities/amenities</li> </ul>
<b>Example Projects</b>	<ul style="list-style-type: none"> <li>• Renovation/maintenance of existing sports facilities</li> <li>• Support for community sports leagues</li> <li>• Regeneration of an unused area to build sports facilities</li> <li>• Creation of new 3G sports pitches and other sports facilities</li> </ul>

<b>E3.5 Lot 4 - E17: Development and promotion of visitor economy</b>	
<b>Investment Priority</b>	Support Local Businesses
<b>Intervention</b>	Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>• The successful Supplier is required to utilise this funding to provide non-financial support to local tourism related businesses and local tourism, culture or heritage assets to develop and promote the visitor economy, with particular focus on improvement footfall and visitor numbers in the shoulder season.</li> <li>• Applicants may be operating within a tourism business or organisation or may be an organisation which supports the tourism industry.</li> <li>• Applicants should note that this funding will be allocated in the 2022/2023 and 2024/2025 financial years.</li> <li>• The outputs and outcomes delivered through the project must be achieved by 31 March 2025.</li> <li>• Where the Applicant has not specifically identified the tourism related businesses it will support the Applicant should set out in their response the services and support they will provide through the project. If required the Council will, following contract award, work with the successful Supplier to identify appropriate businesses and assets to receive the support.</li> </ul>
<b>Objectives</b>	Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality, and leisure sector facilities
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>• 4 businesses receiving non-financial support</li> <li>• 3 tourism, culture or heritage assets improved</li> <li>• 40,000 people reached</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>• 3 jobs created</li> <li>• 8 jobs safeguarded</li> <li>• 25% increase in footfall</li> <li>• 15% increase in visitor numbers</li> <li>• 2% increase in visitor spend</li> <li>• 5% increase in perception of attraction(s)</li> </ul>
<b>Example Projects</b>	<ul style="list-style-type: none"> <li>• Development of local visitor trails and tours Grants for the development, promotion, and upkeep of local tourist attractions</li> </ul>

	<ul style="list-style-type: none"> <li>Development of other local visitor experiences based around the local offer</li> </ul>
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<b>E3.6 Lot 5 - E25: Bid for and host international business events and conferences</b>	
<b>Investment Priority</b>	Support Local Businesses
<b>Intervention</b>	Grants to help places bid for and host international business events and conferences that support wider local growth sectors
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>The successful Supplier will be required deliver 3 events or participatory programmes, including international events, with particular focus on the shoulder season.</li> <li>The successful Supplier will be required to bid for sufficient events to secure a minimum of 3 events are delivered within the required timescales.</li> <li>The outputs and outcomes delivered through the project must be achieved by 31 March 2024.</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.</li> <li>Increasing private sector investment in growth- enhancing activities, through targeted support for small and medium- sized businesses to undertake new-to- firm innovation, adopt productivity- enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports.</li> </ul>
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>1 business receiving grant</li> <li>3 events / participatory programmes</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>1% increase in visitor numbers</li> <li>20% increase in number of businesses supported</li> <li>additional £40,000 of investment</li> </ul>
<b>Example Projects</b>	Grants to bid for, secure and hold a conference for a leading sector locally

<b>E3.7 Lot 6 – E26: Growing the local social economy</b>	
<b>Investment Priority</b>	Supporting Local Businesses



<b>Intervention</b>	Support for growing the local social economy, including community businesses, cooperatives and social enterprises
<b>Supplier Requirements</b>	<ul style="list-style-type: none"> <li>• A supplier is required to support and evidence the growth of a minimum of 30 social enterprises and a minimum of 15 new social enterprises through the provision of non-financial support.</li> <li>• The outputs and outcomes delivered through the project must be achieved by 31 March 2025.</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality, and leisure sector facilities</li> <li>• Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth</li> </ul>
<b>Outputs (minimum)</b>	<ul style="list-style-type: none"> <li>• 30 businesses receiving non-financial support</li> <li>• 10 potential entrepreneurs helped to become business ready</li> </ul>
<b>Outcomes (minimum)</b>	<ul style="list-style-type: none"> <li>• 4 jobs created</li> <li>• 7 jobs safeguarded</li> <li>• 15 new businesses created</li> <li>• 4 businesses engaged in new markets</li> </ul>
<b>Example Projects</b>	Training schemes for local people looking to set up a new co-operative business

## E4 Further Services Offered

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The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Agreement or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

## E5 Permitted Changes to the Agreement

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Changes to the Agreement are permitted only where there is a requirement to alter the method of delivery originally proposed by the Applicant in order to ensure the achievement of project outputs and outcomes in accordance with UKSPF programme timescales: