



Part 4 Award Questionnaire

Contract Reference

TTDA0519

Contract Title

Ready For Work Scheme Provider

Maximum Period of Contract

Three (3) Years

Return Date

Thursday 12 September 2019

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

(ProContract)

Applicant Name

Contents

Stage Two – Award..... 3

Section A. Method Statements..... 3

Section B. Technical Questions 6

Stage Two – Award

Section A. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

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

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

Method Statement Number	Method Statement	% Score
1	<p><u>Understanding the Brief</u></p> <p>Please detail how you propose to help unemployed clients become work ready through your programme. You should make particular reference to:</p> <ul style="list-style-type: none"> • the content of the structured programme; • the duration/frequency/timing of the structured programme; • how the scheme would be delivered and integrated in the deprived areas identified; • how work experience would be incorporated into the scheme, including how you would ensure enough work placements in the key sectors are provided for all clients taking part in this project; and • how each client is supported into sustained work. <p>Please also explain how your proposed programme would best meet the needs of the chosen sectors.</p> <p>Word Limit: 1250</p>	20%
Response:		
2	<u>Client Engagement</u>	5%

	<p>Please describe how you would:</p> <ul style="list-style-type: none"> • identify and engage with prospective clients; • raise awareness of the scheme; and • incentivise clients to engage with the scheme. <p>Your response should make specific reference to any allocation of budget to marketing activities.</p> <p>Word Limit: 500</p>	
<p>Response:</p>		
<p>3</p>	<p><u>Community and Stakeholder Engagement</u></p> <p>A key element of this project will be engagement with different organisations. Please explain:</p> <ul style="list-style-type: none"> • how you will engage with employers and manage the work experience element of the programme; • how this programme will link to other relevant community and employment projects across Torbay, including those run by Torbay Council; and • which pre-employment support projects / local stakeholders you plan to engage with and why. <p>Word Limit: 750</p>	<p>7.5%</p>
<p>Response:</p>		
<p>4</p>	<p><u>Risk Management</u></p> <p>Please describe your approach to risk management including any mechanisms you have in place to reduce project risk.</p> <p>What challenges do you foresee in delivering this project and how will you address them?</p> <p>Word Limit: 750</p>	<p>10%</p>
<p>Response:</p>		

5	<p><u>Additional Funding</u></p> <p>Please describe how you would attract additional funding for the programme to either extend it for a further twelve months or to increase impact.</p> <p>Word Limit: 250</p>	3%
Response:		
6	<p><u>Innovation</u></p> <p>What makes your proposal innovative?</p> <p>Word Limit 250</p>	2%
Response:		

Section B. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. They should be drafted in such a manner as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

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

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

Technical Question Number	Technical Question	% Score
1	<p><u>Team Structure</u></p> <p>Describe the organisational structure you propose to implement and how this will assist in delivering a successful project.</p> <p>Please include the skills and relevant experience of the key members of the proposed team.</p> <p>Word Limit: 750</p>	10%
Response:		
2	<p><u>Client Management</u></p> <p>How many clients do you expect to engage with over the life of the project?</p> <p>How many of these can expect to secure employment?</p> <p>How will you minimise drop out?</p> <p>Word Limit 500</p>	7.5%
Response:		
3	<p><u>Contract Mobilisation</u></p>	10%

	<p>Please describe how you will mobilise this contract. You must include:</p> <ul style="list-style-type: none"> • initial activity and transition to business as usual; • programme development and implementation; • client, community and employer engagement; and • details of any major risks or issues and how they will be addressed. <p>Word Limit: 750</p>	
Response:		
4	<p><u>Project Plan</u></p> <p>Please provide a 24 month project plan detailing:</p> <ul style="list-style-type: none"> • project milestones; • activities to be undertaken at specified points; and • allocation of funding to stated expenditures. <p>Word Limit: 1000</p>	15%
Response:		
5	<p><u>Project Outputs</u></p> <p>Describe the hard and soft outputs and outcomes you expect to deliver together with the profiled targets.</p> <p>How will you monitor, measure and record them?</p> <p>How do you propose to report progress of the project?</p> <p>Word Limit: 750</p>	10%
Response:		