

Invitation to Quote

Issued on behalf of
The Mayor's Office of Policing and Crime
(MOPAC) including
the Violence Reduction Unit (VRU)

**ITQ Title: Specialist support in the development of a
standardised outcomes framework**

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A. Conditions of Quote

A1 Background to the Authority

- 1.1 The Mayor's Office for Policing and Crime (MOPAC) (including the Violence Reduction Unit [VRU]) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.
- 1.2 The Mayor's Office for Policing and Crime (MOPAC) was established in 2012 and is the Police and Crime Commissioning body for London. MOPAC works in partnership across agencies at a local and national level to ensure there is a unified approach to preventing and reducing crime. MOPAC is responsible for delivering the Mayor of London's Police and Crime plan through a range of grants and contracts. The provision of general and specialist services to victims of crime is a key element of this spending, as MOPAC has a statutory responsibility in this area, and MOPAC also funds a range of programmes focussed on reducing re-offending and crime reduction.
- 1.3 London's Violence Reduction Unit, which was established in 2018, is a separate unit within MOPAC that brings together specialists from health, police, local government, probation, and community organisations to tackle violent crime and the underlying causes of violent crime.

A2 Contract details

- 1.1 This work has a maximum value of £49,999 over its lifetime.
- 1.2 The contract term is until 31st March 2023.

A3 General Conditions

- 1.1 Your submission must be in accordance with our terms and conditions, which are attached. Submission of your quote will signify your acceptance of these.
- 1.2 We are not bound to accept the bid providing the highest number of days of support to MOPAC, or any bid, or to accept you as a sole supplier.
- 1.3 The maximum number of days of support to MOPAC which you quote to provide are to remain fixed for the duration of the contract and will be invoiced to

MOPAC at a day rate. MOPAC may however not utilise the full number of days quoted.

- 1.4 MOPAC (including the VRU) reserves the right to extend or cancel the Invitation to Quote (ITQ) process at any point. MOPAC (including the VRU) is not liable for any costs resulting from any cancellation of this ITQ process or for any other costs incurred by those quoting for this Contract.
- 1.5 It is the bidder's responsibility to ensure that they read and adhere to all information and changes within the document.
- 1.6 MOPAC reserves the right to seek further clarification or post clarification information from bidder/s; this may take the form of written or interviews requests.
- 1.7 MOPAC (including the VRU) reserves the right not to make any further changes to the terms and conditions (the draft contract). Any approved revisions can only be made during the official clarification stage, as outlined in this document. Bidders must therefore raise any queries they have regarding the terms and conditions during the official clarification stage. If any such questions are raised later than this by the preferred bidder, they may not be considered and may result in the contract not being awarded to the preferred bidder.
- 1.8 If a bidder wishes to suggest any changes to the terms and conditions (the Contract) they must do so in their bid submission via completion of Form of Tender 2, as on page 24 of this document; this is the only opportunity for bidders to request any changes to the terms and conditions. MOPAC (including the VRU) may consider suggested changes but is not bound to accept any suggested changes.
- 1.9 If a bidder is successful, the terms and conditions issued with the tender documents will be utilised to form the contract. There will not be any further opportunity to request changes.
- 1.10 The successful applicant will be supporting politically and commercially sensitive work, and must not seek to influence policy, or share insights on the work outside of MOPAC.

A4 Confidentiality & Publicity

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- 1.1 The contents of this ITQ and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of MOPAC (including the VRU) and must be treated as confidential.
 - 1.2 You may not undertake any publicity activities with any part of the media or other third party in relation to the Contract or this ITQ process without the prior written agreement of MOPAC (including the VRU), including agreement on the format and content of any publicity.

A5 Freedom of Information

- 1.1 As part of MOPAC's (including the VRU's) duties under various legislation (including the Freedom of Information Act 2000), we may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 1.2 If you consider that any of the information provided in your bid to be commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then you should contact MOPAC to request a form regarding commercial sensitivity. This will allow you to clearly mark commercial sensitive information as "Not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under relevant legislation. This form must be submitted along with your ITQ bid in order to be considered.

A6 Contact Details and Deadline for Submission

- 1.1 The lead contact for this ITQ is Ruth Bloomfield and Dean Nevill, available at ruth.bloomfield@mopac.london.gov.uk and dean.nevill@mopac.london.gov.uk. Please also copy any communication to tender@mopac.london.gov.uk.
- 1.2 You are strongly encouraged to ask clarification questions and submit them to the lead contact person via the above email addresses. Clarification questions

and answers will be shared with all bidders unless any question and answer is deemed to be commercially or otherwise sensitive.

- 1.3 Your quote must be submitted via email by no later than the date and time set out below. MOPAC (including the VRU) reserves the right not to accept submissions received after that date and time.
- 1.4 The timetable for the ITQ is as follows:

Details	Date*
Invitation to Quote (ITQ) released	12pm (noon) 6th June 2022
Open for Clarification Questions	9am 7 th June 2022
Deadline for Clarification Questions	12pm (noon) 17 th June 2022
Final Clarification Responses	5pm 22 nd June 2022
Deadline for Submission of ITQ Bids	12pm (noon) 29th June 2022
Evaluation and Governance	30 th June - 8 th July 2022
Notification Letters	w/c 11 th July 2022
Contract issued for signature	w/c 18 th July 2022
Contract Start Date	w/c 25 th July 2022

**The dates in this table are approximate and are subject to change.*

A7 Documents required for submissions

1.1 The following must be included as part of your quotation:

- Completed ITQ document: you must answer all questions in section C as part of this document; submitting in any other format or template may not be accepted. Failure to do so may result in your bid not being evaluated.
- CV summary documents (Quality question 1 – not included in page limit)
- Document containing up to three references from previous clients

A8 Evaluation

1.1 You must answer all of the mandatory questions in section C5.

1.2 MOPAC (including the VRU) completes financial checks on all bidders as standard. Bidders who do not pass this section will not proceed to have the rest of their bid evaluated and will be disqualified from the tender process. MOPAC seeks the right to ask for further clarification should a bidder fail this financial check.

1.3 The information provided as part of sections C6 Quality Questions and C7 Pricing Section will be used to evaluate the successful quote as follows.

1.4 The evaluation criteria to be used will be:

Award Evaluation Criteria	Section score (maximum available) as %
Quality	70
Price	30
Total	100

A9 Quality evaluation methodology

- 1.1 Quality will be measured upon evaluation of Bidders' responses to the quality questions in section C6. Each question must be completed.
- 1.2 Your responses to each quality question will be assessed by an evaluation panel using the following scores:

Score	Definition	Descriptor
0	Unacceptable	The response does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the services; with little or no evidence to support the response.
1	Poor	Reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the services; with little or no evidence to support the response.
2	Meets Requirements	Satisfactory demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the services, evidence to support the response.
3	Good	Above-satisfactory demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
4	Outstanding	Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the services. Response identifies factors that will offer potential added value and continuous improvement with evidence to support the response.

- 1.3 Bids will be evaluated individually by the evaluation panel followed by a moderated meeting for consensus scoring.
- Bidders will fail the quality questions evaluation if they score lower than 2 for questions one (previous experience) and question two (capability, equality, and diversity); and
 - bidders will fail the quality questions evaluation if they score lower than 1 for question three (delivery plan) and question four (additional benefits)

- 1.4 Bidders who fail the quality questions evaluation will not be considered further. Bidders who pass the quality questions evaluation will proceed to evaluation of days provided.
- 1.5 Each question has a weighting, as specified in the question. The weighting will be applied to your scores and a total quality score will be calculated.

A10 Pricing evaluation methodology

- 1.1 Price will be evaluated based on the lowest price bidder achieving the maximum percentage available for the pricing element. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid. The calculation is:

$$(\text{Lowest Bid Price [A]} \div \text{Bidder's Bid Price [B]}) \times \text{pricing weighting}$$

- 1.2 For example, where the pricing score will comprise of 30% of the overall score, where the lowest bid price (A) is £80, and where the Bidder's bid price (B) is £100, the Bidder's score would be calculated as follows:

$$(80/100) \times 30 = 24\%$$

Price	Formula
Lowest Bid Price (A)	£80
Bidder's Bid Price (B)	£100
Calculation	$80/100 = 0.8$
Convert to score	$0.8 \times 30 = 24\%$

A11 Abnormally low bids

- 1.1 Your pricing bid will be reviewed to consider if it appears to be abnormally low. An initial assessment will be undertaken using a comparative analysis of the price proposal received from all bidders, with reference to the methods proposed by you
- 1.2 If the assessment shows that your tender may be abnormally low, then MOPAC may request a written explanation of your bid price.
- 1.3 Following your written explanation, if MOPAC is still of the opinion that you have submitted an abnormally low offer, MOPAC will confirm this with you and advise you that either: your bid has been rejected or that for tender evaluation purposes

MOPAC will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low tender.

A12 Award of the contract

- 1.1 Bidders who reach this stage of evaluation will have their total quality and price scores added together to give a total weighted score. The bidder with the highest weighted score will be recommended to be awarded the contract.
- 1.2 Where there are two bidders with the same weighted total scores, the provider out of the two with the highest score for pricing will be the first ranked provider.
- 1.3 MOPAC (including the VRU) reserves the right to award part contract.
- 1.4 MOPAC (including the VRU) reserves the right not to award a contract.
- 1.5 MOPAC (including the VRU) reserves the right to make changes of a drafting nature to the Contract Documents.

B. Specification of Requirement

B1 Background Information

- 1.1 MOPAC is seeking to embed a standardised process for measuring success, including an evidence-based outcomes framework for every policy and commissioned service, in line with its new Police and Crime Plan. MOPAC is committed to an evidence-based approach with clear logic models serving all our programmes.
- 1.2 The Police and Crime Plan (PCP) sets out key areas for action in reducing and preventing violence, increasing trust and confidence, better supporting victims, and protecting people from exploitation and harm. Behind the PCP is an outcomes framework to support the measurement of success. This can be found in 4.1 of the PCP.
- 1.3 In addition to oversight of the Police MOPAC has responsibilities for commissioning services in line with the PCP. This is delivered through the Commissioning & Partnerships directorate that manages grants and contracts.
- 1.4 MOPAC currently has four commissioning and policy teams, with each one working on one of the following areas: services for victims, the criminal justice

system, violence against women and girls, and children and young people. This work aligns with the PCP.

1.5 In all MOPAC work on commissioning and partnerships, MOPAC seeks to answer three questions:

- What is life like now for Londoners? Understanding individual strengths, needs, communities and markets.
- What should it look like in the future? Drawing on evidence and expertise and developing outcomes which have real meaning to Londoners.
- What can we change to improve things? (Working within systems, mobilising assets to work towards these outcomes, building on strengths, meeting needs and developing markets.)

Further information MOPAC's commissioning approach are set out in the PCP, section 9.3.

B2 Service Requirement & Specification

- 1.1 MOPAC is seeking to commission a provider to support in the development, and implementation of a standardised process for measuring success, including a template for an evidence-based outcomes framework. The provider will put in place a model to ensure MOPAC focuses on what matters most for Londoners and on policy and commissioning which is likely to have the greatest potential of tracking success.
- 1.2 It is anticipated that the successful provider will bring experience of developing outcome frameworks to identify and build on processes and tools already in use

in MOPAC. The provider should also have experience of applying outcomes frameworks in complex environments.

1.3 The key aims and objectives for this are as follows: To build on MOPAC's commissioning approaches, providing a model to drive our work and evidence how we are delivering outcomes. The outcomes framework should assist us:

- To ensure we demonstrate the purpose of our policy and commissioning by answering the following questions: What is life like now for Londoners? What should life look like in the future? What can we do to improve things?
- To have in place a standardised mechanism for defining and monitoring outcomes, providing a link between individual programmes and the Police and Crime Plan.
- To demonstrate that commensurate resources are put in place to deliver outcomes.
- To have a strong evidence base that enables us to make future commissioning decision, including creating the conditions for experimentation and innovation. The provider should work with MOPAC's Evidence & Insight (E&I) unit to scope the approach; understand the available data; and set the outcomes framework within existing work.
- To ensure that we can demonstrate success during delivery,
- To have in place consistent measures and indicators with and across the four commissioning and policy teams.

1.4 Delivery will include, at a minimum, the following actions:

- To co-design and co-develop standardised and quality templates to deliver on the above aims including multiple outcomes frameworks. To work with E&I to ensure feasibility of the approach.
- Engage with all programme leads (covering every service and commissioning activity), including conducting interviews, workshops etc, to collect information and data to support the population of an outcome's framework for each of the

four C&P teams (setting out delivery under the PCP) and then for each service currently in place (excluding those due to terminate in the next 3 months).

- Engage with external partners and stakeholders to understand the full breadth of co-commissioning services.
- In addition, the supplier will also provide a product which underpins the outcomes framework information that includes a narrative that supports the evidence base (this could include a theory of change and needs analysis).
- Finalise templates for MOPAC to use independently of the provider in the future and provide succinct guidance for their implementation.
- Design work on the final products to ensure they are user friendly and accessible
- Consult with MOPAC staff (and where appropriate external partners on the final products), to agree sign off.
- Present the final products and support initial implementation.

1.5 It is envisaged that meetings will in most cases be undertaken using online video conferencing. Meetings may however take place at which attendance is required in-person, and in these cases travelling time and expenses for standard-class travel may be charged to the budget for days-provided.

1.6 The successful provider will be expected to:

- Demonstrate experience of designing and implementing outcomes frameworks in complex environments in confined timescales
- Demonstrate experience of developing tools to enable organisations to embed processes to translate learning into practice.
- Demonstrate sound understanding of the role of MOPAC in commissioning outcomes relating to policing and crime in London.

B3 Delivery Products, Performance Management & Milestones

1.1 For each programme which the successful provider is assigned to provide support on, they will be expected to produce

Milestone	Description	Timeframe
1	Agree delivery & engagement plan	Within 2 weeks of initial meeting with respective programme manager
2	Progress updates to MOPAC project lead	Fortnightly from assignment to programme

3	<p>Production of suitable templates for current and future use</p> <p>Templates completed for all commissioned services where an existing framework is not already in place</p> <p>Production of completed outcomes frameworks for each policy and commissioning team</p> <p>A product which underpins the outcomes framework information that includes a narrative that supports the evidence base</p>	To be agreed
4	Present the final products and support initial implementation.	9th September

C. Bidder Submission of Quote

Bidders must answer all questions

C1 Organisation's Details

Organisation's name	
Organisation's address	
Organisation's telephone number	
Organisation's web address	
Is your organisation a Small or Medium Sized Enterprise? (SME)	Yes / No
Is your organisation a Voluntary and Community Sector organisation? (VCS)	Yes / No
Company Registration Number (if applicable)	
Charity number (if applicable)	
Is your organisation led by or represented as a diverse group?	<p>Yes / No</p> <p><i>If Yes please state which of the below are applicable:</i></p> <p><input type="checkbox"/> Women</p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Younger/Older People</p> <p><input type="checkbox"/> LGBTQ+</p> <p><input type="checkbox"/> BAME communities</p>

C2 Main Contact Details

Contact person's name	
Contact person's position	
Contact person's telephone number	
Contact person's email address	
Are you aware of any potential conflict of interest? (Yes / No)	
If yes, please explain	

C3 Collaborative Bids

1. Are you submitting a collaborative bid?

☐ Yes ☐ No

2. If yes, please ensure that all sections are completed by the lead bidder. Please ensure that only one bid is completed and returned to the Authority, which consolidates the offering from any other party/ies that you are bidding with. Please provide the name(s) of the organisation(s) you are collaborating with:

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C4 Payments

1. Please provide the name and their contact details of the person within your organisation who will manage the invoicing process. Should you be successful, these details will be used to set up your organisation as a new supplier on our payment systems.

Name	
Telephone number	

Email address	
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2. If you have supplied works/services/supplies to MOPAC (including the VRU) in the last 12 months, please supply your vendor number or your service contact name at MOPAC. If you have not, please mark as N/A.

Supplier Number:	
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C5 Mandatory Questions

The following questions are traditionally presented in MOPAC ITQ documents as pass or fail. While MOPAC place utmost importance on the following aspects, the questions have been altered in this document to account for the differing circumstances and organisational structures which may exist for those bidding for this work and allows the bidder to provide an explanation when the response cannot be provided as a simple yes.

Explanations which are not satisfactory may result in the tender document being dismissed from further assessment.

Explanations should be kept brief, ideally 3-4 paragraphs, and if necessary further enquiries will be made to ascertain additional facts or copies of documents.

Question 1: Please confirm that you can share the most recent two years of audited accounts OR a statement of turnover, profit & loss/income & expenditure, and cash flow position for the most recent full year of operations where this information is not available in audited form. If this is not possible, please provide an explanation and what alternative evidence can be provided.

Yes; or explanation:

Question 2: Please confirm that you hold public liability and, if relevant, employer's liability insurance policies. If not, please explain why these are not in place.

MOPAC will not appoint a bidder without relevant insurance policies in place.

Yes; or explanation:

Question 3: If your organisation works with children and vulnerable adults, please confirm that you have policies in place which reflect current safeguarding legislation; alternatively provide evidence of understanding of safeguarding procedures.

Yes, or explanation:

Question 4: Please confirm that you have a health and safety or equivalent policy in place.

Yes, or explanation:

Question 5: Please confirm that you have an equality and diversity or equivalent policy in place.

If such a policy is not in place, then please provide alternative evidence of understanding of equality and diversity in the workplace and in professional relationships.

Yes; or explanation:

Question 6: Please confirm that your organisation is General Data Protection Regulation (GDPR) compliant.

MOPAC will not appoint a bidder which is not GDPR compliant.

Yes; or explanation:

Questions

All questions must be answered in part C section 6 within the response boxes provided in this document unless otherwise stated. All text must be provided in Arial, size 12. Responses submitted in alternative formats and templates will be rejected.

21 Questions Summary

	Question Number	Weighting (%)	Page number/ word count	Threshold
Qualitative	Question 1	20%	1000	>1
	Question 2	20%	1000	>1
	Question 3	20%	1000	>0
	Question 4	10%	500	>0

3.1 C6 Quality Questions

Question 1	<p>Please provide evidence of the previous experience the bidder has in delivering the service described in the specification.</p> <p>Please also include an annex document with CVs for staff who, if successful, will be working with MOPAC; and up to three references from previous clients may be included. (As mentioned in A7.1, CVs and references are not counted within the word limit for this answer)</p>
Weighting	20 %
Word limit	1000
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 2	<p>Please provide evidence of the capacity and capability going forward to meet the specification of requirements and provide support to MOPAC in a timely manner and promote innovation through commissioning.</p> <p>How is recognition of equality, diversity, and inclusion factored into your approach?</p>
Weighting	20%
Word limit	1000
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 3	<p>Please describe how your organisation will engage with colleagues across MOPAC and relevant external partners to deliver against the specification and promote understanding of the proposed processes to those who are unfamiliar with these methods I.e., mainstreaming the activity</p> <p>Please also include a separate a separate delivery plan in an annex.</p>
Weighting	20%
Word limit	1000
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 4	<p>Please describe any additional tangible benefits which your organisation would provide if successful.</p> <p>Please explain any key points you feel it is necessary to accompany your bid in Q4.</p>
Weighting	10%
Word limit	500
<p>[Enter response here]</p> <p>Word Count:</p>	

C7 Pricing Section

ESSENTIAL:

All pricing submissions must be answered in the separate pricing template provided. No pricing information should be attached here. Responses submitted in alternative formats and templates will be rejected.

This is a most economically advantageous tender, price not being the only factor, with 70% awarded for quality, and 30% for price. Please add your submission of the number of days of support provided.

C8 Bidder's Warranties

Please confirm your organisation's acceptance of the terms of this ITQ by ticking the relevant boxes below:

	Yes	No
We have read the ITQ documents and subject to and in accordance with MOPAC's (including the VRU's) Purchasing terms and conditions, the Conditions of Quotation and all relevant documents attached we offer to supply and deliver the services specified in Part B, in the quantities and at the rate or prices shown above.	<input type="checkbox"/>	<input type="checkbox"/>
We confirm our submission together with MOPAC's (including the VRU's) written acceptance thereof and any subsequent Purchase Order and/or Contract, shall constitute a binding Contract between us.	<input type="checkbox"/>	<input type="checkbox"/>
We agree to abide by this submission and agree to its validity and enforceability for a period of 90 days from the date of return of this submission.	<input type="checkbox"/>	<input type="checkbox"/>

C9 Signed Confirmation

We undertake that the information supplied in this document is complete and accurate and that the organisation has read and accepted MOPAC's (including the VRU's) terms and conditions.

Print Name:

Position:

Date:

C10 Terms and Conditions

Bidders should view the draft Terms and Conditions released with this procurement.

C11 Mandatory Forms

Please note, should you make a submission, it will be deemed that you have accepted the Mandatory Forms in this section. Please note that printed names as signatures are deemed suitable.

4.1 Form of Tender 1

I confirm and accept that:

1. The information provided in this Invitation to Quote (ITQ) document was prepared by MOPAC (including the VRU) in good faith. It does not purport to be comprehensive or to have been independently verified. Neither MOPAC nor any member of the MOPAC group company has any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the Invitation to Quote document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested Supplier or its professional advisers, and any liability therefore is excluded.
2. The provisions of 'Notice to Bidders,' of the ITQ has been and will continue to be complied with.
3. Nothing in the ITQ document or provided subsequently has been relied on as a promise or representation as to the future. MOPAC (including the VRU) has the right, without prior notice, to change the procedure for the competition or to terminate discussions and the delivery of information at any time before the signing of any agreement.
4. MOPAC (including the VRU) reserves the right (on behalf of itself and its group companies) to award the contract for which tenders are being invited in whole, in part or not at all.
5. This tender shall remain open for acceptance by MOPAC (including the VRU) and will not be withdrawn by us for a period of 3 months from the date fixed for return.
6. The information provided by us is true and accurate.

Signature:	
Name:	
Designation:	
Company:	
Date:	

5.1 Form of Tender 2

Having made do allowances for the full requirement in the ITQ documents we hereby offer to provide the Services to MOPAC (including the VRU) (or any member of the MOPAC group) in accordance with the terms and conditions stated therein for the days detailed in Appendix A2 – Submission of support provided.

Note, by completing box 1 you agree to the terms and conditions of contract in full of no amendments. If you sign box 1 and propose alternative conditions of contract elsewhere in your submission it will be treated as if you had signed box 2.

If you do not wish to accept these conditions, you should complete box 2. You should submit your bid clearly detailing your reasons for non-acceptance. If we offer a contract in the belief that your bid is compliant, and you then attempt to negotiate alternative conditions we **WILL WITHDRAW** our offer.

1.	I agree to accept the Conditions of Contract attached to this ITQ.	
	Name	Date
	Signed	

2.	I DO NOT agree to accept the Conditions of Contract attached to this ITQ. I have proposed alternatives as detailed in an appendix to this Form of Tender. I/We understand that any quote that is qualified in this way may not be considered.	
	Name	Date
	Signed	

6.1 Conflict of Interest Declaration

In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to the Mayor's Office for Policing and Crime, or that may result in an adverse impact on competition for the purposes of this procurement.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social, or personal relationships that could, or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

If response is yes to any of the questions below, please provide full details as a separate attachment.

Questions	Yes / No
Are you affiliated or otherwise connected (e.g., in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works, or services to MOPAC (including the VRU) or is currently tendering to do so?	
In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to MOPAC (including the VRU)?	
At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to MOPAC (including the VRU)?	
At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of MOPAC (including the VRU)?	
Is there any occasion where you or members of your organisation or supply chain may use MOPAC (including the VRU) resources (equipment, space, supplies or paid individuals) in performing paid or	

unpaid activities for organisations other than MOPAC (including the VRU)?	
Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to their work with MOPAC e.g., through personal or working relationships with current or former employees or through prior employment with MOPAC (including the VRU) or third-party suppliers or in connection with the Integrated Victims and Witnesses Service	

I, as representative of all companies associated with the Applicants submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MOPAC (including the VRU) promptly and no later than 14 days of becoming aware of such information and undertake to take such action as MOPAC (including the VRU) may reasonably direct.

Signature:	
Name:	
Designation:	
Company:	
Date:	

7.1 Non-Collusion

Refusal to give this declaration and undertaking will mean that this ITQ submission will not be considered.

Declaration:

I / We declare that:

I / We have submitted a bona fide response to MOPAC (including the VRU)'s ITQ and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done, and I / we undertake that I / we will not do at any time before the contract is awarded:

- Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders.
- Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
- Offer or pay or give or agree to pay 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 *Specialist support in the exploration and development of alternative commissioning approaches*
- Any act or thing of the sort described above.

I/ We agree that the terms of the above declaration will form part of any contract with MOPAC (including the VRU), their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling MOPAC (including the VRU), their servants or agents to determine my / our employment under that contract.

Signed		Date	
Company			
Position			
For and on behalf of:			