

Ministry of Justice

GRANT FUNDING OPPORTUNITY TO PRODUCE EASY READ MATERIALS FOR PRISONERS

Ref: 4661 – 2 – Reducing Reoffending – SE- RFI

Request for Information – (RFI)

Instructions and Information for the Application process

1. Introduction
- 1.1 The Ministry of Justice (MoJ), (hereinafter called “the Authority”) is inviting Prospective Grant Recipients (PGR) to submit applications to provide and/or enable easy read materials for prisoners.
- 1.2 PGR should please note that this process is not a competition to tender for contracts. This application process however, will follow a similar but simpler process allowing organisations to apply for a grant. This process is designed to encourage wider participation of third sector organisations for funding opportunities available from the Authority.
- 1.3 The Authority will be conducting the Application Process (also called Request for Information – RFI) via the eSourcing/Emptoris site and PGR are advised to ensure their Supplier Profile is up to date. Any omissions or inaccurate information may lead to grants not being awarded to organisations where this information is not correct. All PGR must submit all the required documentation through the web portal, including any attachments that have been requested. Any attachments in your application must be referenced and saved to a question in accordance with the naming convention instructions provided by the Authority. Extraneous information which has not been specifically requested, for example sales literature or standard terms of trading should not be included.
- 1.4 These instructions constitute the Conditions of Application Process. Participation in the application process automatically signals that the PGR accepts these Conditions of Participation.
- 1.5 All references to “the Authority” throughout these documents refer to the Ministry of Justice (represented by the Secretary of State for Justice).
- 1.6 These instructions are designed to ensure that all Applications are given equal and fair consideration. It is important therefore that you provide all the information requested in the format and order specified.
- 1.7 PGR should read these instructions carefully before completing the Application documentation. Failure to comply with these requirements for completion and submission of the Application Response may result in the rejection of the Application. PGR are advised therefore to acquaint themselves fully with the extent and nature of the services and contractual obligations.
- 1.8 All material issued in connection with this Request for Information (RFI) shall remain the property of the Authority and shall be used for the purpose of this procurement exercise.
2. Funding

- 2.1 The total funding available under this grant is up to £100,000. The Authority will allocate funding according to the bid that offers the best quality service offering within the Grant Fund sum of £100,000.

3. Duration of the Grant Agreement

- 3.1 This is a grant from 01 April 2015 to 31 March 2016 with the option to extend for up to a further one year.
- 3.2 Payment will be made evenly in the financial year 2015/ 2016 in advance. Services may be delivered after 31 March 2016 but no further payments will be made after this date unless a decision is taken to extend the grant agreement.
- 3.3 A copy of the Grant Agreement has been provided as part of this process. You must confirm your acceptance of the terms and conditions of this when submitting your application.

4. Composition of the Application Process

- 4.1 This application process comprises the following documents that are included as separate attachments on the eSourcing site; with the exception of d) below, which is the online application tool where PGR must complete their response within the text boxes provided against each questionnaire/question and provide any attachments that have been requested:

- a) This Instructions and Information document
- b) Descriptive Document
- c) The eSourcing Supplier Guide
- d) The Online Application form
- e) The MoJ model Grant Agreement

The standard Guidance may be accessed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/181785/moj-supplier-guide.pdf

Registration and log in may be accessed at:

<https://esourcing.justice.gov.uk/sso/jsp/login.jsp>

- 4.2 PGR should please note that they will be asked to complete a registration process. Only those organisations which have updated their profile and meet those conditions within the registration process on the Authority's eSourcing portal will be invited to participate in this application process.
- 4.3 The Sourcing Supplier Guide provides PGR with guidance about how to complete their online application (RFI). Particular note should be paid to page 23 which advises on how to save applications during the process. Frequent saving is recommended as the system will automatically log users out if users are inactive for more than 30 minutes. The system will not save your responses when it ends the session.

5. Award

- 5.1 The overall award criterion is "most economically advantageous bid." In order to select the most economically advantageous bidder, the grant will be awarded to the provider who meet minimum requirements (known as "showstopper questions"), and who offer the best quality Bid for the available Grant Fund sums as set out within the Descriptive Document that allows the Authority to achieve the Grant fund outcomes.

6. Indicative Timetable

6.1 The indicative timetable for this Application Process is detailed below. Some of the dates may be subject to change. PGR will be informed as soon as the change is known and the indicative timetable will be updated.

Milestone	Date
Issue advert and open online application process	Friday 8th May 2015
Deadline for submission of clarification questions	22 nd May 2015 by 16:00
RFI Submission deadline	Monday 8th June 2015 by 12:00 noon
Evaluations	By Thursday 18 th June 2015
Clarification interviews, if required	w/c 22 June 2015
Expected date of award	w/c 29 June 2015
Grant Signature	w/c 6 th July 2015
Service Commencement	13 th July 2015

7. Queries

7.1 All queries in respect of this application process should be addressed to “All Hosts” via the esourcing site and marked for the attention of Shiffiel Dickson (the named contact point), quoting the reference 4661- 2 - Reducing Reoffending-SE-RFI. They must be received by the date and time shown (section 6.1 refers).

8. Deadline for receipt of Applications

8.1 PGR must complete the Application Process together with any requested supporting information via the Authority’s eSourcing portal at <https://esourcing.justice.gov.uk/sso/jsp/login.jsp> , no later than the time stated in the timetable (section 6.1 refers).

8.2 PGR should populate their responses within the applicable textboxes for each respective online questionnaire. You should note that responses should not exceed the text boxes provided.

8.3 Questions should be answered in English.

8.4 PGR should note that where an attachment is required this should be saved in accordance with the naming convention instructions provided by the Authority and comply with the word count limit. Any additional information or attachments supplied by PGR where these have not been explicitly requested, will be rejected.

8.5 The Emptoris applications package, a guide to how to register and the contact details of the helpdesk may be accessed on the esourcing section of the MoJ Procurement microsite on Gov.uk, here: <https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement>

9. Evaluations and Notification of outcome of the application process

9.1 To be eligible for funding under this commitment a provider must meet the showstopper requirements and achieve an overall score of 80 (acceptable). Showstopper questions require a response that achieves at least the level specified in order for the PGR to be accepted as compliant. Any failure to achieve the showstopper requirement will result in the PGR being eliminated from the competition. PGR must achieve an overall score of 80 (acceptable). The Authority reserves the right not to proceed with further evaluation of a Bid where a showstopper question has been failed.

- 9.2 The evaluation criteria and weightings to be utilised in this application process is specified below.

Criteria	Weighting
1. Instructions and Information	0.00
2. Organisation Details	0.00
3. Project Proposal	60.00
4. Project Plans	15.00
5. Skills and Knowledge	15.00
6. Costs	10.00
7. Constitution/formal arrangement	0.00
8. Employers Liability	0.00
9. Health and Safety	0.00
10. Diversity, Equality and Anti-discrimination	0.00
11. Terms and Conditions	0.00
12. Declaration	0.00
	100.00%

- 9.3 Each Criterion will be assigned one or more “test questions” that can be applied to determine the performance of each application.

- 9.4 Each application will be assessed using the six point scale that reflects the extent to which it meets the Authority’s requirements, as set out in the table below.

Grade	Score	Assessment	Interpretation
A	100	Excellent	Exceeds the requirement. Exceptional demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource or quality measures required. Evidence identifies factors that will offer significant added value.
B	90	Good	Satisfies the requirement and offers some additional benefits. Above average demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource or quality measures required. Evidence identifies factors that will offer some added value.
C	80	Acceptable	Satisfies the requirement. Demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource or quality measures required.
D	70	Minor Reservations	Minor reservations with the response. Some minor reservations about the Supplier’s relevant ability, understanding, experience, skills, resources or quality measures required.
E	60	Major Reservations	Major reservations with the response. Serious concerns about the Supplier’s relevant ability, understanding, experience, skills, resources or quality measures required.
F	0	Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the relevant ability, understanding, experience, skills, resources or quality measures required. Little or no evidence to support the response.

- 9.5 It is the Authority’s intention to notify applicants of the outcome of the selection process in the week commencing 29 June 2015

- 9.6 The Evaluation Panel may:
- request a meeting to discuss applications further before reaching a final decision;

- seek further written information and clarification about your application before reaching a final decision;
- decide not to award a grant for work to deliver one or more of the specified outcomes (where it is not satisfied that a strong enough proposal has been received).

You may also be asked to clarify your answers or provide more details about certain issues.

9.7 Verification of information provided

If successful in the application process, you may be required to provide any relevant documents (such as Performance Bond or Parent Company Guarantee) to the Ministry of Justice for verification.

Unsuccessful Applications

Following the award of a Grant, applicants may request a debriefing which will be provided in writing by the Authority.