International Serious and Organised Crime Unit

International Criminality Directorate

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# Modern Slavery Innovation Fund Phase 3

# General Instructions to bidders and conditions of call for proposal document

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# Introduction

## The Home Office (the “Authority”) is the UK Government Department with lead responsibility for immigration and passports, drugs policy, crime policy and counter-terrorism and works to ensure visible, responsive and accountable policing. This includes stopping crimes such as modern slavery.

## The Secretary of State for the Home Department (the “Authority”), acting through the International Serious and Organised Crime Unit, intends to make an amount up to £11,250,000 of funding (“Funding”) available for Phase 3 of the Modern Slavery Innovation Fund (MSIF). This funding will be granted during 2022-25 financial years and all allocations must be spent by 31 March 2025. The Funding is to be awarded through a fair, open and transparent competition by means of a Call for Proposals to fund organisations to help reduce the prevalence of modern slavery internationally (the “Project”).

## The Authority invites applications from potential partners who wish to bid for Funding to complete the evaluation questionnaire published on the new Home Office eSourcing platform <https://homeoffice.app.jaggaer.com> (the “Portal”). The fund title is ‘Modern Slavery Innovation Fund’.

## Guidance has been made available on registering and navigating the Portal, via the Contracts Finder notice. It is recommended that this ‘Instructions to Bidders’ document should be read before drafting any bid proposals or attempting to complete any response via the Portal.

# General

## The purpose of this document is to provide organisations (“Bidders”) expressing an interest in delivering the Project with information on how to apply, including the questionnaire, Evaluation Guidance and the Authority’s approach to assessing proposals.

## This document is to be read in conjunction with and as part of the full suite of Call for Proposal documentation, including (but not limited to) the Modern Slavery Innovation Fund Statement of Outcomes 2022-2025, Application form/Technical questions and the Evaluation Guidance as these provide the mechanics of the bidding process and the questions posed. Bidders are encouraged to also conduct their own due diligence.

## The application process and competition leading to the award of the grant(s) will be administered solely using the Portal. This is an online competition.

## Once linked to the online competitions, all communications in reference to this exercise will only be submitted through the Portal, but the Authority will use the primary competition as the main vehicle for communicating with Bidders; it is the Bidders’ responsibility to monitor their nominated contact email address.

## All final proposals must be submitted via the Portal. Bidders are advised that when uploading their application form on the Portal they should regularly save their work as there is a timeout period and work could be lost as a result (currently after 15 minutes of inactivity.) Bidders can save and update their responses as often as required before they submit their final version to the Portal by the due deadline.

## Because the Authority is not itself receiving a service, there is no ‘supply of service for consideration’ to be taxed (i.e. VAT). All financial amounts contained in a Bidder’s proposal are therefore to be expressed in (£) GBP and will be inclusive of VAT, taxes and expenses.

## The Authority will award Funding to areas that meet the eligibility criteria set out in the MSIF Statement of Outcomes 2022-2025 and that provide well evidenced plans, that demonstrate the outcomes outlined in the MSIF Statement of Outcomes 2022-2025 and that meet the required pass mark (further details on the evaluation process is outlined below).

## Funding for the Project will be enabled by means of grant award whose payment shall be governed by the terms of the Authority’s Grant Agreement. A draft of the Grant Agreement is included in the suite of Call for Proposal documents; any and all queries regarding terms and conditions, content, intention, interpretation etc. must be raised during the Bidder clarification process (see Section 4). In all instances the Authority’s response shall be final: Bidders are reminded that a condition of submitting a proposal is the acceptance of the terms set out in the Grant Agreement – there will be no post-tender deadline negotiations on terms.

# Call for Proposal Documentation

## The Call for Proposal documentation consists of a suite of documents and questionnaires within the Home Office eSourcing platform. The principal documents include:

### General Instruction to Bidders and Conditions of Call for Proposal Document (i.e. this document)

### Sample Grant Agreement including Terms & Conditions, Schedules, and Appendices

### Guides to using the eSourcing Portal

### Non-collusion Certificate/Bid form

### MSIF Statement of Outcomes 2022-2025

### Funding Budget Toolkit

### Evaluation Guidance

### Application Form which will require completion in full by bidders

### Bidder clarification question templates for use during the clarification period

## The Authority reserves the right to modify or amend the documentation at any time prior to the deadline for receipt of proposals. Any such changes will be notified to all Bidders in writing via the Portal’s messaging function. Where the modifications or amendments are significant, the Authority may, at its discretion, extend the deadline for receipt of proposals.

# Bidder Clarification of Information

## The Authority will not enter into discussions directly with Bidders regarding the Project requirements except in the manner described in this Section 4.

## Bidders may seek clarification from the Authority about any technical aspects of the Call for Proposals process, documentation, or requirement by submitting questions using the clarification template through the Portal.

## Bidders should respect that any policy questions cannot be answered whilst the bidding portal is live.

## Any question or request for clarification will result in both the query and the response being communicated (in a suitably anonymous form) to all Bidders via the Portal. Responses to questions will not identify the originator and may be answered in batches, rather than one at a time.

## If a Bidder wishes to ask a question of the Authority without the Authority revealing the question and its answer to other Bidders, for example for reasons of commercial sensitivity, then the Bidder should notify the Authority accordingly, giving justification:

### If the Authority agrees with the request, the communication and response will remain private between the two parties, or

### Where the Authority considers that there is insufficient justification for not publicising a question and the corresponding answer, it will invite the questioner to decide whether the question and answer should be published, amended or whether they wish to withdraw the question.

## NOTE: the close date/time for submission of Bidder clarification questions is **4pm on 27 July 2022.**

## When submitting Bidder Clarifications please insert “MSIF Bidder Clarification – Bidder Name” in the subject title and send your request as an email via the Portal. Please ensure the question reference number if identified in your clarification (e.g. A4 or A4 – attachment.)

## Please note your email will not be acknowledged and the Authority will endeavour to ensure all clarification responses are published within 5 working days of their receipt. The Authority will therefore publish the complete list of clarification question responses by **3 August 2022.**

# Submission Process

## Bidders may only submit one bid as the lead organisation however they may participate in other bids as delivery partners. The Grant Agreement will be between the Home Office and winning Bidder(s).

## Bidders are strongly urged to ensure they retain an offline copy of any details they insert onto the Jaggaer eSourcing portal. This will help protect against any loss of data.

## The Call for Proposal requires the completion of an Application Form; this must be completed offline and responses and associated attachments uploaded onto the Portal where requested. The Application Form contains all questions and is contained within a downloadable attachment, for completion. Once completed, the document will contain all technical responses that will then be uploaded, saved and submitted. This Call for Proposal will be submitted on the Portal only.

## Please note any attachments requested must be submitted as General Attachments and the question number clearly marked. Bidders should note that the Jaggaer system functionality means on occasions where a response may require a yes/no response AND an attachment (to explain mitigation, for example) then the document needs to be attached as a General Attachment with the question number included.

## For Bidders’ ease all showstopper and technical questions (**questions C1, C2, C3, C4, C5, C6, C7, C8, C9 and C10** in Deliverability and Technical Capability: Part C) are to be completed in the Application Form. Bidders should respect where the Application Form stipulates a word limit because the Authority will only evaluate up to the stated word limit.

## Proposals can be modified in the Portal at any time prior to the closing date for submission. Once the Call for Proposals has closed no further changes can be made.

## Full and final proposals must be submitted via the Portal by the submission deadline of **13:00 noon Friday 5 August 2022**.It is the responsibility of the Bidder to ensure that their bid is submitted in a timely manner: The Authority does not undertake to consider bids submitted after that time. For avoidance of doubt, it is the time of receipt via the Portal (clock) that will be taken.

## Applications will be acknowledged automatically via the Portal for each competition submission.

## A compliant proposal must:

### reach the Authority no later than the submission deadline;

### include a fully completed and compliant application submitted via the Portal (including all requested attachments, Appendices, declarations etc);

### confirm acceptance of the proposed Grant Agreement;

### be free from virus, and capable of being opened in the format stated. Any Bid that cannot be opened because of a virus may be classified as non-compliant, subsequently rejected and lead to no award being made;

### contain a fully priced proposal that is capable of execution and which contains no material qualifications or conditionality; and

### ensure that any attachments are in a form capable of acceptance by the Authority.

## Bidders must complete and submit as an attachment the Budget Toolkit; the required template is provided on the Portal.

## Bidders must note that the Authority will reject proposals that are:

### incomplete (without proper explanation), and/or

### non-compliant with the guidance provided, and/or

### contain virus and/or incorrectly formatted

## Any error or misrepresentations discovered after award of a Grant Agreement may result in termination of the Grant Agreement.

## Bidders should note the following:

### Responses should be concise and must fit within the specified word count provided for each question as outlined in the Technical Envelope.

### Files can be attached but should only be submitted as an attachment where specifically requested. Anything attached that is not specifically requested will not be considered.

### **The maximum file size per attachment is 2 MB** in order to maintain the performance of the eSourcing system. It is possible some attachments may breach this limit so Bidders should test this aspect of the Portal (certainly for your last two-year accounts). If any Bidder encounters difficulty loading their account documents (due to file size) then they may include a ‘url’ link to where the attachment can be freely accessible on the organisation’s website. Bidders should test the link to ensure the accounts can be downloaded.

## Bidders may withdraw their applications at any time after the final submission date by sending a notice of withdrawal to the Authority via the Portal and please include “Modern Slavery Innovation Fund Phase 3 2022/25 – Request to withdraw Application” in the subject title. Any such notice must be sent electronically using the messaging system within the Portal and the Authority will formally acknowledge your notice through the Portal.

## Bidders need to recognise that operating a diminishing funding pot will culminate in a residue of funding that is unlikely to match the funding contained within the final eligible Bid. In this instance the Authority will assess the bid and offer what funding remains to the Bidder but recognising elements of the bid may not be deliverable because the full funding is simply no longer available from the diminished pot. In this instance, the Team will contact you to discuss which elements of the bid can be progressed without receiving full funding.

## Call for Proposal requires the completion of an off-line application form; this must be completed off-line and responses and attachments uploaded in the Portal and where requested.

## Bidders should note that the Jaggaer system functionality means on occasions where a response may require a yes/no response AND an attachment (to explain mitigation, for example) then the document needs to be attached at the appropriate section. Bidders should make sure that all required fields are completed as specified in each of the 5 questionnaire envelopes.

## For example, question A4 (within the Compliance envelope) asks if there is any commercially sensitive information within your bid, seeking a yes/no response.

## The next question “A4 – attachment” whilst not mandatory provides the opportunity for any Bidder who replied “yes” to provide an explanation of the commercially sensitive material within their bid.

## For Bidders ease all technical questions (within the Technical envelope) are requested via attachments. Bidders should nonetheless respect where the question stipulates a word limit because the Authority will only evaluate up to the stated word limit.

# tender structure

## There are 5 sections to the grant scheme tender as shown in the table below. However, the functionality of the Jaggaer system means we must separate these into online envelopes. Therefore, the sections contained within the “Evaluation Guidance” have been built into the online Jaggaer system as follows:

### Qualification Envelope contains Finance and Organisational Capability (section B of Guidance) questions and the Budget Toolkit (section D of Guidance).

### Commercial Envelope contains Compliance (section A of Guidance) questions and Declaration (section E of Guidance) questions.

### Technical Envelope contains the Business Deliverability (section C of the Guidance) questions.

## Bidders must first Pass all identified ‘Showstopper’ questions. ‘Showstopper’ questions are deemed critical to understanding organisational capability therefore failure to Pass these questions may lead to exclusion from further consideration. As well as passing all identified Showstopper questions, Bidders should respect those Showstopper questions in the technical section that carry a minimum quality score of 60%.

## Bidders must also attain an overall score of 60% **after moderation for their technical submission** to be eligible for funding. This is to protect the quality this funding will deliver.

## Online competition envelopes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Jaggaer Commercial Envelope** | **Jaggaer Qualification Envelope** | **Jaggaer Technical Envelope** | **Jaggaer Qualification Envelope** | **Jaggaer Commercial Envelope** |
| **Part A: Compliance** | **Part B: Financial & Organisational Capability** | **Part C**: **Deliverability & Technical Capability** | **Part D: Budget Proposal(s)** | **Part E: Declarations** |
| These are a mixture of 'for information administrative', and 'showstopper' questions; all are Pass/Fail and some are auto-scored to identify those who fail a Showstopper question.There are no scores within this section. | These are weighted and scored questions, and account for 20% of the final ranking score.This section contains showstopper questions. | These are scored with weighting outlined within the online questionnaire (and replicated in the Evaluation Guidance), and account for 80% of the overall assessment.**Note Bidders must attain an overall pass mark of 60% in order to remain in the competition.** | This is where the budget toolkit should be uploaded. The toolkit carries a weighting of ‘zero’.Budget proposals will be assessed for robustness, clarity and valueThere are no scores within this section. | These are all showstopper statements, each with a ‘zero’ weighting. Again, all are Pass/Fail questions.There are no scores within this section |

## Only those questions in Part B (20%) and Part C carry a weighting (80%), and assessment of this section carries the weighting defined in the online questionnaire and will be scored against the evaluation criteria.

## Please note that whilst other envelopes (outlined in the Evaluation Guidance) as parts A, D and E carry no score it is vital Bidders pay due attention because the responses each Bidder submits will be assessed and considered before any grant funding is awarded.

# AWARD strategy

## This grant funding will be paid as specified in the Grant Agreement and will commence from the start date 1/11/2022 until 31/3/2025.

## The funding is contained within the 2022-25 financial years (FY). The allocation agreed for each financial year cannot be transferred into the next FY and therefore all funding must be spent within the respective FY.

## For each award of funding there will be a separate Grant Agreement.

## The funding is vitally important in supporting the achievement of our outcomes. Specifically, to support the following high-level outcomes:

### Trialling innovative approaches on what works to tackle modern slavery internationally.

### Preventing modern slavery by reducing the vulnerability to victimisation or offending in countries that feature highly in the UK National Referral Mechanism or transit countries along trafficking routes to the UK.

### Strengthening partnerships to prevent and remedy modern slavery in supply chains, which will require either a geographic link with countries that are a high risk of modern slavery in UK Government procurement, or a public-private sector partnership linked to UK supply chains.

## Each bid will be evaluated on its own technical merit, against the criteria specified in the questionnaire.

## By electing to respond to this tender, you are hereby accepting the mechanism adopted by the Authority in awarding funding.

# Assessment Process

## The following explains how the assessment process of (any) opened bid will be conducted.

## The Authority will initially examine each opened bid submission for compliance and completeness and may seek clarification where necessary. Prior to detailed examination, the Authority will determine whether a bid substantially fulfils the conditions in the Call for Proposals documents.

## If during this stage of the assessment it is apparent that requested attachments are missing from the Bidder’s response, the Authority **may** take the decision to allow the late submission of the required attachments. If this be the case, the Bidder will be advised of the missing attachments (from the specific bid), and arrangements made for their late submission, but this courtesy will be time bound meaning Bidders are advised to monitor their Portal account once their bids are submitted.

## Otherwise, responses determined as not substantially fulfilling the conditions in the documents will be rejected.

## Only then will proposals be passed for evaluation by a panel comprised of Home Office subject matter experts, and their representatives (“the Panel”). The Authority reserves the right to appoint independent external evaluators to provide additional support if required.

## The Panel will evaluate proposals and make recommendations in accordance with the procedure described in this paragraph and according to the criteria described in the document entitled “Evaluation Criteria”. The complete evaluation of all Bids is a two-step process, comprising of:

### Preliminary Evaluation; and

### Group consensus assessment (moderation).

## During the technical evaluation process, each evaluator on the Panel will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Bidders in their Bid Tender. Each evaluator will then assess the answer in accordance with the evidence the Bidder submits that they believe is applicable to that question. It is not necessary that every panel member assesses every question, as subject matter experts may focus on specific question groupings, for example, commercial & financial will assess Financial and Organisational Capability, and policy / technical leads with assess Deliverability and Technical Capability. Assessment will only evaluate evidence outlined within the stated word limit. During the moderation, the Agent (or ‘Moderator’) will review the assessment by the individual evaluators before facilitating a group consensus marking (moderation) meeting.

## This moderation will ensure a second round of validation to assessment to ensure consistency and fairness to all Bids. During the moderation meeting, the evaluators will discuss the independent assessments until they reach a consensus regarding the overall score that should be attributed to each Bidders response to each question.

## Once all responses to Part C (have been evaluated and moderated in accordance with the information provided in the evaluation guidance document), the final moderated assessment attributed to each question will be added together to provide a final score per bid.

## The scores of each Bid will then be listed to provide a ranking of scores.

## Please note there is no weighting (and therefore no score) attributed to financial elements of the bids. Assessment of the financial standing will take place concerning responses to section B and the Budget Toolkit submitted in section D will be considered.

## The Authority reserve the right to challenge any information provided in response to any question posed and may request further information in support of any statements made therein.

## Prior knowledge of any aspect of a Bidder’s organisation or of its ability to meet the requirement **must not be assumed** and all responses should be completed in full, as applicable. Answers will only be evaluated up to any stated word limit.

## During the evaluation period, the Authority may require a Bidder to provide further information or clarification regarding their proposal. The Bidder must confirm receipt of such request, within **24 hours** of issue and shall provide a binding response within a further **24 hours** of confirming the request, with all responses from Bidders being submitted via the Portal. If no reply is forthcoming during this period, then the Authority will evaluate without the Bidders clarity and scores will reflect this position.

## There will be **no** appeals process and the decision of the Panel will be final.

## There will be no Bidder presentations in relation to this competition.

## In any event the Authority aims to notify each Bidder on the outcome of their Bid, through the Portal as indicated in section 20.

# Qualitative EVALUATION

## The purpose of the assessment is to evaluate the information Bidders submit in their responses to the questions posed concerning the Deliverability and Technical Capability of the online questionnaire. The MSIF Statement of Outcomes 2020-2021 (document) explains in greater details the intention of the funding but Bidders are also encouraged to pursue their own activity to evidence their bid. All Deliverability and Technical Capability responses are via attachments in order that Bidders can evidence the extent to which their response meets the requirements and desired outcomes. Each question has its own individual evaluation criteria & assessment guidance, which can be found in the “Evaluation Guidance” document, as can the weighting of each question.

## Please note all bids must attain a final score of 60% or above (after moderation) to be eligible for funding. As well as this there are also 5 showstoppers identified questions within the Technical envelope.

|  |  |
| --- | --- |
| **Scoring** | **Evaluation Criteria –** |
| **100** | **Excellent** - the response fully meets the requirements set out in the question |
| **75** | **Good evidence** - the response provides a good level of information as set out in the question |
| **50** | **Satisfactory evidence** - the response provides a satisfactory level of information as set out in the question |
| **25** | **Unsatisfactory evidence –** the response provides very limited information required from the question |
| **0** | **No evidence –** the response is unsatisfactory, unclear, or incomplete |

# FUNDING AWARD

## The funding award will be offered to the winning Bidders whose combined moderated scores for Part B and Part C are ranked highest and will therefore deliver the greatest quality for the outcomes this Funding is seeking to address.

# Tie-Breaker

## For primary bids, in the event of two or more bids both receiving an identical overall (moderated) score, the following tie-breaker sequence will be applied to differentiate and rank the bids:

### The response with the highest moderated score for question C2 will be ranked higher. If identical, then

### The response with the highest moderated score for question C3 will be ranked higher. If identical, then

### The response with the highest moderated score for question C4 will be ranked higher. If identical, then

### The response with the highest moderated score for question C5 will be ranked higher. If identical, then

### The response with the highest moderated score for question C6 will be ranked higher. If identical, then

### The response with the lowest value of funding requested will be ranked highest.

## If after this consideration there remains two or more bids both receiving an identical overall (moderated) score, the sequence as outlined within section 11.1.1 to 11.1.5 will be invoked to differentiate and rank the bids.

# WHO IS ELIGIBLE TO BID

## Bids are permitted from non-statutory organisations that are from sectors including the voluntary and community sectors, statutory sector, not for profit and for-profit sector, governments, think tanks, academic institutions, other UK government departments and international organisations.

## The Authority will accept bids from a single organisation or a consortium for each of the lots.

## In a consortium bid one organisation should be nominated as the Lead Organisation (proposing a delivery model with other organisations). The Lead Organisation should ensure it has agreement from all relevant organisations before bidding. The funding will be awarded to the Lead Organisation.

## Each organisation can participate in more than one bid as a delivery partner but may only be named as the Lead Organisation in one bid.

## Bids for funding are welcomed from single organisations or multi-organisation consortiums and partnerships. In the case of a consortium or partnership bid, one organisation shall be nominated as the lead and shall have agreement from all partner organisations before bidding (this agreement should be demonstrated in the form of a letter signed by all partner organisations). The Home Office funding will be awarded to the lead organisation and the Home Office will enter into a Grant Agreement with the lead organisation.

## Financial Information, whilst not evaluated is assessed and therefore should be provided for each bid submitted. The Online Quality Envelope contains financial information and outlines the criteria that may lead to bids being rejected.

# Language

## Responses shall be submitted in English. Any printed literature furnished by the Bidder (that has been requested by the Authority and therefore forms part of the bidder response for evaluation), may be written in any other language, but must be accompanied by an English translation of its relevant pages; any translation will be at the Bidders expense. In such a case, for the purpose of interpretation in relation to the bid, the English translation shall prevail.

# Confidentiality

## All information contained in this Call for Proposals, or which is communicated in further correspondence is confidential and is provided to Bidders under the terms of the Official Secrets Act 1989 (except where it is already in the public domain).

## Bidders must not disclose any information supplied as part of this competitive process to any third party, member of staff or advisor, unless such person needs to receive the relevant information for the purposes of enabling a response to any document.

## With the exception of FOIA requests, all information provided by Bidders (except where required in law) will not be disclosed to a third party without written permission, unless such third parties have been specifically appointed by the Authority as independent external evaluators provide additional support during evaluation of the bid responses.

# Freedom of Information

## The Authority is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to the Authority – including as part of this Call for Proposals process – may be subject to disclosure to a third party in response to a FOIA request.

## The Authority may also decide to include certain information in the publication scheme which it maintains under the Act. If a Bidder considers that any of the information to be included in their Proposal(s) is commercially sensitive, this should be clearly indicated in their Proposal. An explanation (in broad terms) as to what harm may result from disclosure if a request is received should also be provided, along with the time period applicable to that sensitivity.

## Bidders should be aware that, even where they indicate that information is commercially sensitive, the Authority may nonetheless be required to disclose it under the Act, if a request is received.

## Please also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.

## In submitting an application, the Bidder accepts and acknowledges that the decision to disclose information and the application of any exemptions under the Act will be at the Authority's sole discretion. The Authority will, however, act reasonably and proportionately in exercising its obligations.

# Publicity

## Bidders are reminded that they are not permitted to undertake any publicity activities with any part of the media in relation to this Call for Proposals process without the express permission in writing of the Authority, including agreement on the format and content of any publicity.

## The Authority reserves the right to publish details of the successful Bidder(s), the value of any award and the Grant Agreement, with messaging developed and agreed in collaboration with successful bidders.

# Data Protection Act

## The Authority will use the information Bidders provide during the application evaluation and during the life of the grant funding (if awarded) to administer and analyse grants, and for the Authority’s own learning purposes. Information included in an application will be retained by the Authority.

## Bidder contact details (organisational contact, telephone number, website, email address, etc) may be shared with delivery partners and/or the Authority, but will not be shared with other third parties, unless such third parties have been specifically appointed by the Authority as independent external evaluators provide additional support during evaluation of the bid responses. The Authority may also use the information to contact Bidders by letter, or email.

## We may share information with organisations and individuals with a legitimate interest in the Modern Slavery Innovation Fund. The Authority has a duty to protect public funds and for that reason the information may also be shared (in line with the Freedom of Information Act) with government departments, organisations providing matched funding or for the prevention and detection of crime.

# Copyright

## All documents issued by the Authority in connection with this Call for Proposals are the copyright of the Authority. Bidders shall not reproduce any part(s) in any material form (including photocopying or storing it in any medium by electronic means) without the written permission of the Authority, other than for use strictly for the purpose of preparing their responses/proposals.

## Any document at any time issued shall remain the property of the Authority and must be returned or destroyed upon demand.

# Costs of Bidding

## Bidders will be responsible for obtaining all information necessary for the preparation of their proposals. In addition, Bidders will bear all costs, expenses and liabilities incurred in connection with the preparation of such proposals and all further participation in the competitive process, regardless of whether such costs arise as a consequence, direct or indirect, of any amendments made by the Authority at any time.

## The Authority reserves the right not to proceed with the competition at any stage during the Call for Proposals process and shall not, in the event of discontinuance (whatever the cause) be liable for any costs incurred, directly or indirectly, by Bidders.

# Non-canvassing & Non-collusion

## Any Bidder who, in connection with the Modern Slavery Innovation Fund and the associated Call for Proposals process:

### Offers any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority or in connection with the arrangements;

### Canvasses any of the persons referred to above in connection with the arrangements;

### Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916;

### Contacts any officer or adviser of the Authority about any aspect of the arrangements, except as authorised by this process including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Grant Agreement or for soliciting information in connection with the Grant Agreements,

## **will be disqualified** from any further involvement in the competition. This is without prejudice to any other remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract.

# Indicative Timelines

## Please see the table below for indicative timelines and note event milestone dates in February/March may alter and be brought forward if earlier activities can be concluded ahead of schedule:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| Call for Proposal (CfP) via Contract Finder advert and Jaggaer eSourcing portal live | 05/07/2022 | 05/08/2022 |
| Clarification period | 05/07/2022 | 27/07/2022 |
| Bid submission deadline | 13:00 05/08/2022 | |
| Compliance Checks | August 2022 | |
| Individual Preliminary Evaluation of Bids | August 2022 | |
| Moderation of Bidders | August 2022 | |
| Governance | August – September 2022 | |
| Grant Agreement released to successful Bidders (for signature) | September – October 2022 | |

# Feedback

## The Authority will be as open as possible with Bidders throughout this process. The Authority is committed to utilising feedback from Bidders as part of its Lessons Learnt processes to provide continuous improvement in future competitive awards.

# Definitions and abbreviations

## In addition to using terms defined in the Grant Agreement, additional terms are used throughout the document only. The following is a list of these specific definitions:

| **Term** | **Definition** |
| --- | --- |
| Bidder | The organisation or consortium that is submitting the Request for Proposal (RFP) seeking Funding from the Authority. |
| Call for Proposals/Request for Proposals (CFP/RFP) | The Call for Proposal or Request for Proposal issued to Bidders in order to capture Bidder responses in the form of online questionnaires and bidding sheets. The Portal uses the term Request for Proposals (RFP) which is interchangeable with the term Call For Proposals (CFP). |
| Commercial Envelope | The Jaggaer envelope that contains the online compliance and declaration questions contained within the Evaluation Guidance document. |
| Evaluation Guidance | The on-line document describing the assessment criteria which will be used by the Authority to assess the responses which it receives. |
| Jaggaer | The Home Office eSourcing platform. |
| Portal | The Jaggaer eSourcing capability through which the CFP is being managed. |
| Project | The outcomes described in the Bidders Guidance to support the delivery of the Modern Slavery Innovation Fund grant funding scheme. |
| Prospectus | The document describing the Authority’s outcomes in relation to this Project |
| Proposal | A completed bid, including cost proposals, which is to be submitted to the Authority by a Bidder by the due date. |
| Qualification Envelope | The Jaggaer envelope that contains the online finance questions and the budget toolkit questions contained within the Evaluation Guidance document |
| MSIF | Modern Slavery Innovation Fund |
| Technical Envelope | The Jaggaer envelope that contains the online Deliverability & Technicalquestions contained within the Evaluation Guidance document |
| Value for Money | Means the optimum combination of whole life cost and quality to meet the outcomes. |