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**Reaching Communities – Progress to Success**

**Evaluation Tender Response**

Tender Brief and Response Document

Deadline for responses: 5pm Friday 19th January 2018

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**Part A: Guidance**

**1. Introduction**

We are seeking to procure a suitable provider to undertake an evaluation of the Progress to Success Project which is part of the Reaching Communities initiative funded by the Big Lottery and delivered across Liverpool by The Women’s Organisation.

**Progress to Success Project Description**

The Progress to Success Project aims to work with 500 women within five Children's Centres in Liverpool - Granby, Kensington, Picton, Everton and Speke. These are Centres within the poorest areas of Liverpool, ranking low on the IMD, with diverse ethnic communities and working with families experiencing poverty. Children's Centres offer a range of free services for children from birth to five, and their families. Services vary according to local community needs but all centres provide childcare, family support and a range of parent and toddler activities. Our project will enhance the family support and children activities at the Centres and will provide a unique and wider offer for women concentrating on developing motivation, confidence, resilience, skills which will enable women to take tackle issues in their lives and take steps towards greater economic activity.

We will do this in four ways.

Firstly, we will employ two link workers who will connect with women and develop individual, consistent and trusted relationships with them by:

• Providing a single access point to the programme; information on opportunities; encourage participation; persevere with women who are not engaging fully; ensure service co-ordination and continuity of support

• Working with the individual woman to develop a practical “to do” list – goal/s, main barrier/s to progression.

• Providing continued coaching to enable client generated solutions and strategies.

• Acting as a link to the Children's Centres’ staff and other partners to ensure other individual support issues are dealt with e.g. health, housing Secondly, we will offer a combination training and development including: a. Personal development training for women e.g.

• Become a More Confident You - for women to build their confidence, assertiveness skills, develop a positive mindset and start action planning for their future;

• Recognise Your Potential – a positive workshop giving an understanding of transferable skills;

•Tools For Change –teaching essential skills in health and wellbeing; financial literacy; confidence; welfare rights; debt management

Secondly, “Pick and mix” courses to develop specific skill-sets and raise aspirations and to provide an introduction to employment and social enterprise opportunities.

Thirdly, we will trial delivery via a new approach that has been proposed during our consultation with the Centre Managers who reported that a number of the women they work with are more motivated when they can tackle issues that are important to them.

Our programme will be therefore be customised and delivered via topic-based women’s peer circles for circa 60% of our 500 women (300) where the women are supported to work together, to decide what the Circle wants to achieve and then develop the confidence and skills to achieve successful outcomes.

Finally, we will utilise a range of motivational tools and events e.g. sharing success stories; case studies; guest speakers; Inspirational Celebration Day The partnership with the Children’s Centres is new and will enable us to

• support women not normally accessing our services;

• provide services and support to women not currently available within the Centres

• test topic based learning and promote replication elsewhere.

The Children's Centres will ensure referrals to the programme, provide safe and welcoming spaces, and combine skills of professionals with good local partnership working enabling an holistic person centred approach to develop.

We are also working with two hospital partners, The Women's Hospital and Alder Hey offering strategic and operational guidance at governance level.

**2. Procurement Process and Timetable**

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender. All interested suppliers are invited to tender.

No information contained in this Tender or in any communication made between The Women’s Organisation and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender. The Women’s Organisation reserves the right to cancel the process at any time.

Under no circumstances shall The Women’s Organisation incur any liability in respect of this Tender or any supporting documentation. The Women’s Organisation will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Supplier from consideration for this requirement.

The Tenders are to be evaluated against the following pre-determined award criteria.

|  |  |
| --- | --- |
| **Evaluation Factor** | **Weighting** |
| Price | 20% Price weighting |
| Quality | 80% Quality weighting |

A Suitability Assessment will be required to be completed and passed before Suppliers can proceed to further evaluation of Quality and Price. Part A, section 4 ‘Evaluation Criteria and Scoring’, sets out the evaluation criteria & scoring methodology on which this tender exercise will be evaluated. Suppliers should refer to this information throughout the completion of ‘Part B: Documents to be Returned’. The Contract will be awarded on the basis of the most economically advantageous tender.

Set out below is the proposed procurement timetable. This timetable is intended as a guide and, whilst The Women’s Organisation does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Procurement Stage** | **Indicative Date** |
| Contract Notice published | 21st December 2017 |
| **Deadline for Tender Submissions**  (at The Women’s Organisation, Liverpool) | 5pm Friday 19th January 2018 |
| Contracts awarded and signed | 31st January 2018 |
| Commencement | 1st February 2018 |

**2.1 Procurement Queries**

The Women’s Organisation named point of contact for the procurement of this contract is Laura Anderson. All requests for further information in respect of the contract should be sent using the contact details below. No approach of any kind should be made to any other person within, or associated with, The Women’s Organisation in respect of this contract.

Any questions in respect of this tender should be submitted in writing:

By e-mail to: [info@thewo.org.uk](mailto:info@thewo.org.uk)

Subject: FAO Laura Anderson Progress to Success Tender

Please refer to previously asked questions before asking a question as duplicate questions will not be answered. Both questions and answers will either be made public on our website or responded to directly to the originator depending on the content

**2.2 Submission of Tender**

To respond to the tender please provide the information requested in Part B of this form by 5pm on Friday 19th January 2018:

By e-mail: [info@thewo.org.uk](mailto:info@thewo.org.uk)

Please state in subject line: FAO Laura Anderson Progress to Success Tender

Tender documents can be submitted in hard copy to Laura Anderson, The Women’s Organisation, 54 St James Street, Liverpool, L1 0AB. Responsibility for ensuring that the tender is received by The Women’s Organisation lies with the applicant.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date may be rejected.

**3. Contract Brief**

3.1 We are seeking a suitably qualified organisation or individual to facilitate the Progress to Success Project evaluation aim to measure the social and economic impact of the project. Therefore, we seek to procure a Social Accounting and Auditing (SAA) provider to put in place a social accounting methodology that will collect quantitative and qualitative information from beneficiaries and stakeholders and will also provide regular feedback throughout the programme which will be reported to commissioners. The process will help plan and manage the project as well as demonstrate what it achieves. We want to procure a Social Accounting and Audit provider that has the track record and experience of developing a logical and flexible framework which will enable the project to build on existing documentation and reporting systems and develop a process so that the project can:

* Prove - account fully for and report on the social, environmental and economic performance and impact of the project
* Improve- provide the information essential for planning future actions and improving performance
* Account - be accountable to all those who work with and work for the project

The provider will be able to provide a comprehensive social accounting and audit process and results for Progress to Success and our commissioners being able to understand the impact the project has on people, the planet and the way it uses resources and it will also help improve its effectiveness. We are seeking providers that can deliver SAA and can if appropriate deploy tools such as SORI and LM3. We are seeking a provider that can provide independent verification and will ultimately collate, analyse and bring together in a single Progress to Success Project evaluation document which will be audited independently and widely published.

The value of the contract will be **up to** £12,000 in total.

**3.2 Proposal Requirements**

Evaluation services and activities will be required from 1st February 2018 to 30th September 2019.

Applications are sought from consultants/ organisations with a knowledge of Liverpool City Region communities both geographical and of specific interests, and expertise in SAA and independent verification.

The Women’s Organisation will select one proposal to take forward depending on the scale of specialist skills and experience offered.

The Women’s Organisation will work alongside the organisation/consultant and the methods of delivery to be utilised will be determined in discussion with The Women’s Organisation.

The successful applicant must state;

* Name of company/entity offering services with business structure details included
* Main contact person and contact details
* The companies’ fitness to become a sub-contractor (due diligence)
* Describe their experience of working with and relationship with the communities they propose to engage with
* Methodology /approach to the task as described in the Brief
* Describe the organisation’s approach to diversity, gender and cultural understanding
* Available start date
* Price structure and terms

**4. Selection, Award and Scoring**

**Selection Criteria**

Quality: Due diligence and what is your experience of delivering the contract brief?

**Award Criteria**

Most economically advantageous

Quality How would you deliver the brief? Added value? 80%

Price 20%

**Scoring**

*Section One Overview:* Not scored

*Section Two Due Diligence:* This is a gateway section with pass or fail score, applicants that fail will not be assessed at Section Three.

Please provide details of your experience of working within business startup and supporting new entrepreneurs

*Section Three Proposed Delivery:*

3.1 Please provide details of your methodology /approach to the task as described in the Brief - 40%

3.2 Please describe your approach to diversity, gender and cultural understanding in the delivery of this contract - 40%

3.3 What is your readiness to commence delivery upon notification of a successful bid? Not scored

3.4 Please state your price structure as a day rate and terms - 20%, with lowest day rate cost scoring 20% and score reducing by pro-rata with price increase

Threshold: Any applicant with an overall score of less than 65% will not be considered for contracting.

Ranking: Applicants will be ranked and offered contracts in ranked order (above threshold) based upon budget availability. **Response to Tender**

**Section 1: Overview**

|  |  |  |
| --- | --- | --- |
| 1 | **Organisation/ Consultant’s Details** | |
| 1.1 | Legal name of organisation |  |
| 1.2 | Trading name of organisation: (if different from the above) |  |
| 1.3 | Main function of organisation  (SIC code if known) |  |
| 1.4 | Contact name: |  |
| 1.5 | Job Title: |  |
| 1.6 | Registered Legal Address: |  |
| 1.7 | Primary Correspondence Address (if different from above):  Post Code: |  |
| 1.8 | Telephone number: |  |
| 1.9 | E-mail address: |  |
| 1.10 | Website address (if any): |  |
| 1.11 | Company Registration number (if this applies): |  |
| 1.12 | Charities or Housing Association or other Registration number (if this applies). Please specify registering body: |  |
| 1.13 | Date of Registration: (if this applies) |  |
| 1.14 | Are you registered for VAT?  If “YES” please provide Registration number |  |
| 1.15 | Is your organisation: | (please indicate by ticking the appropriate box) |
|  | a public limited company? |  |
| a private limited company? |  |
| a company limited by guarantee |  |
| CIC |  |
| a limited liability partnership (LLP)? |  |
| Statutory Corporation? e.g. Further Education College |  |
| Sole Trader |  |
| Other (please specify the legal status of your organisation)? |  |
| 1.16 | Is your organisation part of a group of companies? If “YES” please give details below. |  |
| 1.17 | Name of (ultimate) parent company  (if this applies): |  |
| 1.18 | Companies House registration number of parent company (if this applies): |  |
|  | | |

**Section 2: Due Diligence**

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| --- | --- | --- | --- |
| **2** | **Financial Information** | | |
| 2.1 | Can you provide evidence of financial stability by submitting one of the following:  A copy of your accounts for the most recent three years  Or  An up to date set of management information (including turnover, profit & loss account and cash flow) covering the period from the last set of audited accounts to date or business startup. | |  |
|  |
| 2.2 | Has your organisation had any CCJs issued against it within the last 3 years | |  |
| 2.3 | Please indicate the size category of your organisation | |  |
|  | | | |
| 3 | **Insurance** | | |
| 3.1 | Please confirm the insurances that you hold | | |
|  | Employer’s Liability (required): |  | |
|  | Professional Indemnity (required) : |  | |
|  | Other (Specify): |  | |
| 3.2 | Would you be able to increase level or type of insurances as required for this contract? |  | |
|  | | | |
| 4 | **Competencies** | | |
| 4.1 | Does your organisation hold evidence of professional qualifications of its staff that it is prepared to submit for verification on request? | |  |
| 4.2 | Does your organisation actively encourage CPD for staff and have an auditable record of staff development? | |  |
|  | | | |
| 5 | **Health and Safety** | | |
| 5.1 | Does your organisation have a written health and safety policy that demonstrates your compliance with Health and Safety legislation? | |  |
| 5.2 | When were your Health and Safety procedures last audited and / or reviewed and updated? | |  |
| 5.3 | In the past 5 years has your organisation ever been prosecuted under health & safety legislation or been served prohibition or improvement notices by an Enforcing Authority such as the Health & Safety Executive?  If “YES” please provide evidence of the issues and how they have been resolved in practice to the satisfaction of H&S Executive | |  |
| 5.4 | Do you have auditable systems in place to undertake and / or monitor risk assessments at employer locations | |  |
| 5.5 | Does your health and safety policy make reference to and arrangements for participants / learners? | |  |
| 5.6 | Please name and state the position of the person who will have responsibility for the health and safety of clients. | |  |
|  | | | |
| 6 | **Equality and Diversity** | | |
| 6.1 | Do you collect and monitor equality and diversity data relating to your organisation and the services it provides, including that on ethnicity, gender and disability? | |  |
| 6.2 | Where relevant, do you monitor participation and success rates of learners by ethnic origin, gender and disability? | |  |
| 6.3 | Do you produce an action plan with targets based on the analysis of the equality data collected and review progress regularly? | |  |
| 6.4 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? | |  |
| If “YES”, what steps did your organisation take as a result of that finding? | | | |
| 6.5 | Do you undertake, in the delivery of services to actively promote good practice in terms of ensuring equality and eliminating discrimination in all forms through, as a minimum: | | |
| a | The implementation of an organisational Equality and Diversity policy? | |  |
| b | Providing relevant examples of the instructions, documents, recruitment advertisements or other literature with concern to the delivery of the contracted services when requested? | |  |
| c | Issuing appropriate messages to participants / learners concerning recruitment onto provision and / or training progression? | |  |
| 6.6 | Do you ensure that all staff in your organisation undertakes training so that they are aware of their responsibilities under your Equality & Diversity policy and the Equality Act 2010? | |  |
|  | | | |
| **7** | **Professional and Business Standing** | | |
| 7.1 | Has your organisation ever been removed from a contract prior to its intended close date for failure to meet minimum levels of performance or for any other reason?  If you answer YES please give detailed explanation | |  |
| 7.2 | Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s) or any other person with powers of representation? | |  |
| i | A conviction (or convictions ) for a criminal offence related to business or professional conduct | |  |
| ii | In a state of insolvency, voluntary administration, compulsory winding up, receivership, composition with creditors, company voluntary arrangements or subject to equivalent proceedings? | |  |
| iii | Failure to fulfil obligations related to the payment of taxes | |  |
| iv | Failure to fulfil obligations related to the payment of social security contributions? | |  |
| v | Legal or administrative finding of commission of an act of grave misconduct in the course of business | |  |
| vi | Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | |  |
| vii | Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law | |  |
| 8 | **Please provide details of your experience/previous contracts relevant to this tender** | | |
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**Section 3: Proposed Delivery**

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| **3.1 Please provide details of your methodology /approach to the task as described in the Brief (40%)** |
|  |
| **3.2 Please describe your approach to diversity, gender and cultural understanding specifically in the delivery of this contract (40%)** |
|  |
| **3.3 What is your readiness to commence delivery upon notification of a successful bid? (not scored)** |
|  |
| **3.4 Please state your total price structure (inclusive of all expenses, state VAT separately if applicable) and terms (20%)**   * **Please include an indication of your capacity plan and the day rates of individuals to be involved in delivering the programme** |
|  |

**WE CERTIFY THAT:**

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
   1. communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
   2. enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
   3. offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender, any act or thing of the sort described above.
      1. We have not canvassed or solicited any employee of the Combined Authority, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Supplies and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
      2. We further hereby undertake that we will not in the future canvass or solicit any employee of the Combined Authority, in connection with this Tender or any other Tender or proposed Tender for the supply of Supplies or Services and that no person employed by us or acting on our behalf will do any such act.

**IN THIS CERTIFICATE**

1. ‘Person’ includes any person, any body or association corporate or incorporate.
2. ‘Any agreement or arrangement’ includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. ‘Any canvassing or soliciting’ includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed:

Name:

Position in Organisation:

Date: