­

**Invitation to Quote**

Issued on behalf of

Violence Reduction Unit (VRU)

**ITQ Title:** **Stronger Futures Evaluation**

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1. Conditions of Quote
   1. Background to the Authority
      1. The Mayor’s Office for Policing and Crime (MOPAC) (Violence Reduction Unit [VRU]) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.
      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.
      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.
   2. Contract details
      1. The maximum budget for the contract is £100,000 over its lifetime. The contract term is 18 months.
   3. General Conditions
      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.
      2. We are not bound to accept the lowest or any bid or to accept you as a sole supplier.
      3. Prices you quote are to remain fixed for the duration of the contract.
      4. MOPAC (VRU) reserves the right to extend or cancel the Invitation to Quote (ITQ) process at any point. MOPAC (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.
      5. It is the bidder’s responsibility to ensure that they read and adhere to all information and changes within the document.
      6. MOPAC (VRU) reserves the right not to accept any further requests for contract amendments to the draft terms and conditions (the draft contract) after the clarification period has ended. Any approved revisions will be made during the official clarification stage, as outlined in this document. Bidders must therefore raise any queries thy have regarding the terms and conditions during the official clarification stage. If any such revisions are raised later than this by bidders or the recommended bidder, may not be considered and may result in the contract not being awarded to the recommended bidder.
      7. If a bidder wishes to suggest any further changes submission to the terms and conditions (the Contract) as part of their submission, they must do so via completion of Form of Tender 2 below. MOPAC (VRU) may consider suggested changes but reserves the right not to accept any suggested changes. If a bidder is successful, the terms and conditions issued within the tender documents will be utilised to form the contract. There will not be any further opportunity to request changes.
   4. Confidentiality & Publicity
      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 (VRU) and must be treated as confidential.
      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 (VRU), including agreement on the format and content of any publicity.
   5. Freedom of Information
      1. As part of MOPAC’s (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.
      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 (VRU) 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.
   6. Contact Details and Deadline for Submission
      1. The lead contact for this ITQ is Darwin Bernardo available at [VRUcommissioning@london.gov.uk](mailto:VRUcommissioning@london.gov.uk).
      2. You are strongly encouraged to ask clarification questions and submit them to the lead contact person via the above email. Clarification questions and answers will be shared with all bidders, unless any question and answer is deemed to be commercially or otherwise sensitive. When sending your clarifications to the VRU commissioning inbox please use ‘Stronger Futures Evaluation’ in the subject heading no later than the ITQ clarification deadline set out in Table 1
      3. Your quote must be submitted via email by no later than the date and time set out below to [VRUcommissioning@london.gov.uk](mailto:VRUcommissioning@london.gov.uk). MOPAC (VRU) reserves the right not to accept submissions received after that date and time.
      4. Table 1

|  |  |
| --- | --- |
| **The timetable for the ITQ is as follows:**  **Details** | **Date** |
| **Invitation to Quote (ITQ) released** | **14th September 2021** |
| **Open for Clarification Questions** | **14th September 2021** |
| **Deadline for Clarification Questions** | **23rd September 2021** |
| **Final Clarification Responses** | **24th September 2021** |
| **Deadline for Submission of ITQ Bids** | **28th September 2021 at 3pm** |
| **Evaluation and Governance** | **29th September 2021** |
| **Contract issued for signature** | **14th October 2021** |
| **Contract Start Date** | **Mid Oct 2021** |

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

* 1. Documents required for submissions
     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.
* Any attachments specifically requested in the Quality Questions
  1. Evaluation
     1. You must pass all of the mandatory questions in section C4.
     2. MOPAC (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.
     3. The information provided as part of sections C7 Quality Questions and C8 Pricing Section will be used to evaluate the successful quote as follows.
     4. The evaluation criteria to be used will be:

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

* 1. Quality evaluation methodology
     1. Quality will be measured upon evaluation of Bidders’ responses to the quality questions in section C7. Each question must be completed.
     2. Your responses to each quality question will be evaluated by an evaluation panel using the following scores:

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **Descriptor** |
| 0 | Unacceptable | The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address the Authority's requirements. Insufficient evidence to support the proposal to allow the Authority to evaluate. |
| 1 | Poor | The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or the 'Authority’s requirements can be met. Significant omissions, serious and/or many concerns. |
| 2 | Adequate | The information submitted has some minor omissions in respect of the relevant submission requirements or the Authority's requirements. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. |
| 3 | Good | The information submitted provides some good evidence to meet the relevant submission requirements or the Authority’s requirements and is satisfactory in most respects and there are no major concerns. |
| 4 | Very Good | The information submitted provides good evidence that all the submission requirements or the Authority's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. |
| 5 | Excellent | Authority's requirements can be met and the proposal exceeds expectation i.e. provides added value or continuous improvement, with evidence to support the response. the response provides full confidence and no concerns. |

* + 1. Bids will be evaluated individually by the evaluation followed by a moderated meeting for consensus scoring. Bidders will fail the quality questions evaluation if they score 0 out of the available 5 for any of the questions during moderation.
    2. Bidders will fail the quality questions if they score less than 35% out of 70% available in this section. Bidders who fail the technical questions evaluation will not be considered further. Bidders who pass the quality questions evaluation will proceed to pricing evaluation.
    3. 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.
  1. Pricing evaluation methodology
     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:

*(Lowest Bid Price [A] ÷ Bidder’s Bid Price [B]) x pricing weighting*

* + 1. 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) x 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 x 30 = 24% |

* 1. Abnormally low bids
     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.
     2. If the assessment shows that your tender may be abnormally low, then MOPAC (including the VRU) may request a written explanation of your bid price.
     3. Following your written explanation, if MOPAC (including the VRU) 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.
  2. Award of the contract
     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 contract.
     2. In addition to the above, 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.
     3. MOPAC (including the VRU) reserves the right to award part contract.
     4. MOPAC (including the VRU) reserves the right not to award a contract.
     5. MOPAC (including the VRU) reserves the right to make changes of a drafting nature to the Contract Documents.

1. Specification of Requirement
   1. The Violence Reduction Unit (VRU)
      1. The VRU was established to coordinate a fundamentally new public health approach to reducing violence and spreading opportunity in London. We know the best time to stop violence is before it starts. The Mayor’s VRU is tackling violence through a programme of investment, partnership with public and voluntary sector organisations, developing research and data, and critically, putting London communities and young people at the heart of its preventative and public health approach.
      2. The VRU strategy has a focus on supporting stronger families as part of that contextual approach to supporting young people, with a range of programmes in place which are aimed to reduce risks faced by young Londoners; support them in staying safe and providing opportunities for young people to fulfil their potential.
      3. When we think about young people and the community in which they live, they are influenced and impacted by the key relationships in their life and the context in which they present themselves; now more than ever because of COVID-19.
      4. The VRU has therefore focused their priorities on those key relationships and built on the support they may bring as underpinned by a public health approach. Such relationships include Parents/Carers, Teachers, Peers/Community, Youth Practitioners.
      5. These relationships all link to the wider whole family approach and need for keeping young people in education and reducing exclusions, and better equipping and recognising youth practitioners for a consistent approach.
      6. The VRU workplan therefore is divided into five key priority areas: Youth Work; Education, Schools and Settings; Early Intervention and Whole Family; Neighbourhoods & Local violence Reduction Plans; and Young People – giving them their voice.
      7. More details of the work of the VRU can be found at [The Mayor of London’s VRU](https://www.london.gov.uk/content/londons-violence-reduction-unit) and the VRU expects that you will review the publicly available material relating to various aspects of this procurement.
      8. Our Strategy sets out our vision of how we intend to ensure London is a safe and compassionate city. Specifically, the Unit’s focus for the next 18 months is young people. As an initial response to Covid-19 there is a need for a greater emphasis on supporting vulnerable and exploitable young people by continuing to recognise the importance of stronger families and communities.
      9. Adopting the contextual framework and aligning that with the journey of a child our work programme encompasses the following 8 objectives:
2. Supporting individuals to be more resilient
3. Supporting stronger families
4. Young people leading change
5. Enabling communities to be strong, safe and resilient
6. Prioritising wellbeing and achievement in schools
7. Giving young people every chance to succeed
8. Making London a more compassionate and safer city
9. Increasing confidence in public institutions and changing the message around violence
   * 1. Our strategy sets out our commitment in ensuring young people are given every chance to succeed through programmes which are targeted and focused in removing barriers that prevent young people from realising their potential. In addition, it sets out ambitions to support programmes which seek to develop young people’s confidence, social skills, improved mental health, and positive educational and employment prospects.
     2. COVID-19 has had a significant and unprecedented impact on London and London’s communities. However, the VRU is reaffirming its commitment to supporting local communities and grassroots organisations to ensure that local networks and services survive post-lockdown, and to ensure that young people and families can access support in their localities in the years ahead.
     3. To this end, the VRU has allocated £1.38 million for 2021-2022 to support the development of after-school provision for young Londoners.
     4. In May 2021 Rocket Science in partnership with Black Training and Enterprise Group (BTEG) were successfully commissioned to grant manage an After School Fund called Stronger Futures.
   1. The Stronger Futures Programme
      1. The VRU has launched Stronger Futures – a targeted programme of funding 20 community-led groups across London with £1.2 million of investment to support young Londoners by providing them with opportunities and support in the hours following school and at weekends.
      2. We value the work of the community-led and the grassroots sector in supporting young people. The Unit hosted five interactive workshops with over 100 community led organisations, parenting networks and young Londoners. The sessions held in November and December 2020 helped shape plans on how best to invest in support for young people most in need.
      3. Key themes emerged from the sessions including the importance of provision which offers opportunity, structure, support and safety. Provision that facilitates healthy relationships between peers and trusted adults, youth practitioners and mentors and safe community-based settings which are accessible, local, free to young people.
      4. We know that ensuring more equitable outcomes for all young Londoners requires an explicit and targeted approach to those young people who are most in need. This mission-led work will focus on those young people who are from some of London’s most disadvantaged communities and who are vulnerable to exploitation, poverty and violence.
      5. Rocket Science and Black Training and Enterprise Group (BTEG) launched the Stronger Futures Fund in July 2021 are in the process of assessing applications for programmes to commence in October. Further details on the programme can be found here - [Stronger Futures Programme 2021/22 ⋆ rocketsciencelab.co.uk](https://rocketsciencelab.co.uk/2021/07/05/stronger-futures-programme-summer-2021/)
      6. The Violence Reduction Unit (VRU) have appointed Rocket Science and the Black Training & Enterprise Group (BTEG) to oversee the administration of grants and to support the assessment of applications and the monitoring of the grants awarded.
      7. Role of Rocket Science – fund manager

*Launched in October 2001, Rocket Science is an independent research and consultancy company with offices in London, Edinburgh and the North East. They are committed to making a difference to the lives of people and communities across the UK by supporting national and local government, its agencies, charities and the voluntary sector to deliver and improve their services. As one of two delivery partners working with the VRU on the Stronger Futures Programme, they are responsible for supporting the VRU with the assessment of applications, grant administration, capacity building support and the monitoring of grants.*

* + 1. Role of BTEG – capacity builder

*Established in 1991, BTEG is a national charity delivering programmes for young black, Asian and minority ethnic (BAME) people aged 11-30 years. They conduct action research, operate as a learning partner for funders and provide a voice to government for BAME organisations. BTEG will be supporting the awareness of the programme, along with 3 days of capacity building support per fundee and access a range of thematic workshops including business planning, measuring*

*impact, financial planning, relationship management etc.*

* + 1. The Stronger Futures programme will enable community-led groups to support young Londoners by providing them with opportunities and support in the hours following school, as well as at weekends in some cases.
    2. It will invest £1.2m in 20 projects across London. Grants of between £50,000 and £100,000 will be awarded, with an anticipated average size of c.£65,000 to be fully spent by August 2022.
    3. This funding is designed specifically for groups and organisations in London which can demonstrate a track record of working with vulnerable young people who are either at risk or have been involved in violence.
    4. Eligible projects must demonstrate that they will work directly with young people between 10-18 who may be at risk of/have experienced violence, exploitation and/or grooming. Interventions must include delivery between Monday to Friday, 3-10pm.
    5. Eligible projects will provide a clear journey for young people through the intervention. This will show the end-to-end elements of the programme against milestones or timeline; from how/where young people enter the programme, the core activities they undertake and how/when they exit the intervention.
    6. The programme prioritises BAME-led organisations and projects will feature at least one of the following:

 provisions for young women

 provisions for young people who have experience of the care system

 directly addressing the disproportionality in violence and/or crime by and against young people

* + 1. The programme aims to improve outcomes for the young participants of the funded after school programmes, as well as outcomes relating to the funded grassroots organisations themselves. These include;

**Programme Outcomes – Young People**

* Short/Med Term - Improved educational outcomes
* Short/Med Term - Improved Employability prospects
* Short/Med Term - Improved Mental Health & Wellbeing
* Med/Long Term – Reduced involvement in violence or exploitation, either as victim or suspect

**Programme Outcomes – Organisational**

* Improved capacity building / organisational development
* Improved communication of service offer/access within local communities
* Improved evidence based practice
* Improved knowledge transfer / shared learning between grassroots organisations
  1. Requirement Overview
     1. As an evidence based organisation, the VRU seeks to use research and analysis to help inform our decisions and work. Part of this involves conducting or commissioning evaluation research to help understand how commissioned services are working, and whether services are delivering the results we expect.
     2. To this end, the Unit is seeking to commission an external Provider in order to undertake a detailed process and impact evaluation of the Stronger Futures programme, looking both across the separate funded interventions and the programme of activities as a whole.
     3. The Provider will also design and deliver a virtual learning hub to benefit sustainable evidence-based practice in the sector.
     4. The Provider (Provider) will be required to work in close collaboration with the appointed Grant Management Team, Rocket Science and BTEG, in order to develop and deliver a suitable evaluation model for this programme, including ensuring adequate capture of monitoring data to inform evaluation.
  3. Core Capabilities & Eligibility of the Provider
     1. The VRU is seeking a Provider for Stronger Futures in order to design and deliver a high-quality mixed methods evaluation of the programme exploring both the process of implementation and impact of the programme in relation to its desired outcomes at individual and organisational levels.
     2. In order to inform the evaluation and encourage sustainable evidence-based practice, the Provider will work with Rocket Science/BTEG to engage directly with grantee organisations, providing support across key elements of programme monitoring and implementation.
     3. Informed by evaluation findings, the Provider will design and deliver a learning hub to maximise the potential for shared learning, capacity building and evidence-based practice relating to grassroots led after school provisions.
     4. We are therefore are seeking a highly experienced research team with excellent communication skills and a background that shows strong engagement with communities and disadvantaged young people, including proven experience in recruiting participants from hard to reach groups.
     5. We would encourage collaborative bids, for example, a research consultancy paired with community and voluntary sector expertise.
     6. Specifically, to be eligible the Provider should have:
* Demonstrable capacity, experience, and expertise to lead evaluation programmes that will incorporate a range of stakeholders and partners at strategic and operational levels.
* Demonstrable experience of working with young people at risk of being involved in serious violence or their parent(s) or carer(s).
* Knowledge and understanding of London’s voluntary and community sector, particularly grassroots and community-led organisations who work with young people.
* Capacity to meet the stated timeframes through having existing, appropriately skilled, competent, and resourced staff in place.
* An understanding of the Public Health approach to violence reduction and prevention.
* Be based in London and working with Londoners.
  + 1. We are particularly keen that the Provider works with the grantees to develop innovative, creative and engaging ways to showcase positive outcomes derived from the programme, both in terms of the grantees and the young people themselves. For example capturing progress via narratives, case studies and storytelling through digital media and animation.
  1. Detailed Service Requirement
     1. The key aims of the evaluation are:

1. Assess the core deliverables of the programme through appropriate performance monitoring and analytics including throughput, engagement, and demographics.

2. Examine the process of implementation of the After-school Provision to understand the views of those involved in the interventions and to identify key learning to help drive improvements to implementation, reviewing key lessons, strengths and barriers - including the programme overall and intervention-specific learning.

3. Examine the impact of the programme to understand the potential benefits that the interventions/programme has had for those involved, and to assess whether the programme has met its aims, with a focus on how young people and organisations have developed.

4. Generating meaningful, practical solutions to support the grassroots sector – the evaluation partner(s) will work closely with organisations, fund manager and capacity builder to enhance insight and evaluation skills, processes and resources. This will include supporting the establishment of systems that aid continual learning and supporting organisations to improve their data capture and monitoring capabilities.

* + 1. Key research questions will include:
* What is the efficacy of these interventions as a key diversionary offer for young people at risk of violence?
* Whether/how grassroots provisions can meet the needs of participants in ways statutory agencies might not be able to?
* Whether/how the programme has benefited the capacity building, sustainability and development of the grantee organisations?
  + 1. Through our conversations with the sector and with young people themselves we recognise the energy, commitment and holistic approaches which the grassroots sector applies in its work supporting and encouraging young people to succeed. Often grassroots activity is delivered is a different way to statutory agencies. The sector prides itself in being informal, pastoral, approachable, relevant and personal. All of these are key ingredients required in order to be build trust with young people.
    2. With this is mind, the Provider should ensure the following areas are reflected in the evaluation approach. It is recognised that these areas will overlap and are not mutually exclusive:
    3. Performance Monitoring Support
    4. The Provider should adopt a strengths based and system approach which builds upon the expertise within community and grassroots sector, developing an understanding of the skills of community-led organisations through for example a skills audit across the funded organisations in collaboration with Rocket Science & BTEG.
    5. The Provider should develop a strong collaborative approach to ensure there is ownership of an evaluation system by the groups involved and the Grant Management team (Rocket Science and BTEG). For example; co-designing a process or models, celebration of good practice.
    6. The nature of the programme demands early and active engagement with grantee organisations, the fund manager and capacity builder to ensure intervention level monitoring meets the needs of the evaluation. The Provider will be expected to conduct site visits and incorporate face-to-face meetings in the evaluation plan.
    7. Ensuring appropriate monitoring is in place both locally and for the programme as whole is vital, capturing referrals, case completion attrition etc. This should ensure a nuanced understanding of cohort demographics, needs and engagement at the individual level.
    8. The Provider will work with the funding manager, capacity development team, grantees and London VRU to develop a programme level theory of change. The provider work collaboratively to ensure appropriate logic models/theory of change in place across interventions and may include agreeing standardised outcomes or measures across programmes to enable comparison and aggregation.
    9. Process Evaluation
    10. The Provider will employ appropriate methodologies across local interventions to enable a thorough exploration of the process of implementation including understanding of aims, processes, training and barriers and benefits of separate grantee approaches, as well as at the programme level. This will directly contribute to organisational learning described below.
    11. The VRU is looking for an evaluator(s) to be a critical friend, to provide honest and candid feedback about the local grassroots networks and the interventions they are delivering.

* + 1. The Provider will be required to examine the nature and quality of after-school provision, looking across interventions to identify key learning, strengths and barriers. This may include:
* *Understanding skills*:exploration of the skills which can be transferred across to other networks and;
* *Understanding practice*:for example trauma informed practice, intersectionality, systemic thinking and data collection methods.
* *Understanding functionality*: Their programme structures, their governing structures, existing resources and how they are funded.
* *Gap analysis*: organisational needs, sustainability and articulating and showcasing work and practice.
  + 1. As highlighted above, we would also encourage the Provider to deploy a range of contemporary and creative opportunities to capture participant’s journeys through the interventions. This should include the use of mixed media, art, design and technology to help capture authentic views and feedback that will aid engagement in the shared learning of the evaluation.
    2. Impact Evaluation

Impact should be explored across two key areas:

* + 1. *Impact on Young People*

The Provider will be required to work with the fund manager, capacity builder and grantee organisations to explore the impact against the stated outcomes at intervention and programme level. The ambition should be towards quasi-experimental designs, incorporating both subjective and objective measures where possible; the range of interventions/grantees will necessitate a flexible & pragmatic approach to impact evaluation. The evaluation will necessarily consider both intended and unintended outcomes.

* + 1. *Impact on Grantee Organisations*

The Provider will be required to examine how the programme has contributed to capacity building, organisational development, sustainability and the embedding of evidence based practice in the organisations worked with.

Whilst we understand that organisational change can often only be evidenced in the medium term and a full assessment maybe be beyond the timescales of the evaluation we are keen to understand indicative impact in this area.

It is anticipated that in order to maximise sample size and better understand organisation change, the impact evaluation will run for around six months after the Stronger Futures funding has ceased. This is reliant on continued engagement/data provision of grantee organisations and will be confirmed when evaluation contract is finalised.

* + 1. Ensuring a legacy of Shared Learning & Evidence Based Practice

Embedding and communicating evidence based practice, capacity building and sustainability in grassroots after schools provision is a fundamental aim of the programme.

Informed by all above elements of the evaluation, the Provider will work with the grant manager, capacity building team and grantees to **design and implement a virtual learning hub to facilitate the sharing of best practice across the grassroots sector**. The emphasis here will be on recognising both the unique ways that local interventions will serve the needs of their clients, whilst highlighting transferable learning across intervention types.

* 1. Product Delivery, Oversight and Milestones
     1. The provider will be expected to provide regular updates to the VRU lead and engage in regular oversight meetings with the VRU, ordinarily on a monthly basis over the course of the evaluation.
     2. The successful Provider will be expected to produce an interim report focusing on performance management and process learning to date in Summer 2022. If feasible, the report should also incorporate indicative impact to date. The Provider will ensure that the report’s findings are presented in an audience appropriate manner, most importantly to the grassroots grantee organisations themselves.
     3. Additionally, and as highlighted in the service specifications above, the Provider will work closely with grantee organisations to develop innovative, engaging methods of representing the work of interventions and any positive outcomes on the Young People involved. Working with the VRU, it is anticipated that such products will be disseminated publicly over the course of the programme.
     4. A suitable communication budget should be allocated to delivering this and production of materials should be done in close collaboration with the VRU
     5. A final report, focusing on impact, will be delivered in Spring 2023. In addition, the Provider will deliver a virtual learning hub to facilitate shared learning in the sector moving forwards, to be operational by the end of contract.
     6. Bidders should note that, due to the unpredictable nature of the COVID-19 outbreak, amendments to the research design or milestones may be required at short notice. MOPAC aims to work collaboratively with this organisation to develop contingency plans in case of further COVID-19 outbreaks or lockdowns.
     7. Key Milestones

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| --- | --- | --- |
| Milestone | Description | Timeframe |
| 1 | Agree Evaluation Framework | Within 6 weeks of contract award |
| 2 | Progress updates to VRU lead | Fortnightly from contract award |
| 3 | Oversight Meeting with VRU lead | Monthly from contract award |
| 4 | Scoping / Assistance Phase | Nov – Dec 2021 |
| 6 | Interim Report (Performance & Process) | Summer 2022 |
| 7 | Communicating success / innovative case studies | From Summer 2022 |
| 8 | Impact analysis | Late 2022 / Early 2023 |
| 9 | Final Report (Impact) / Learning Hub | Jan 2023 - Spring 2023 |

1. Bidder Submission of Quote

**Bidders must answer all questions must be answered in section C**

* 1. 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 |  |
| Charity number |  |
| Look at the RP policy |  |
| BAME owned company |  |

* 1. 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 |  |

* 1. Collaborative Bids

1. Are you submitting a collaborative bid?

☐ Yes ☐ No

1. 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:

|  |
| --- |
|  |

* 1. 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 |  |

1. 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: |  |

* 1. References

Please provide contact information for two professional references that are relevant to this requirement. This should not include any contacts at MOPAC (including the VRU), should you have worked with us previously.

Referee 1:

|  |  |
| --- | --- |
| Organisation |  |
| Name of Contract |  |
| Contract Start Date |  |
| Contract Value |  |
| Contact Person’s Name |  |
| Contact Person’s Role |  |
| Contact Person’s Telephone Number |  |
| Contact Person’s Email Address |  |

Referee 2:

|  |  |
| --- | --- |
| Organisation |  |
| Name of Contract |  |
| Contract Start Date |  |
| Contract Value |  |
| Contact Person’s Name |  |
| Contact Person’s Role |  |
| Contact Person’s Telephone Number |  |
| Contact Person’s Email Address |  |

* 1. SSQ Mandatory Pass/Fail Questions

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Section** | **Section** | **Scoring Method** |
| 1 | Exclusion Grounds | Pass/Fail |
| 2 | Economic & Financial Standing | Pass/Fail |
| 3 | GDPR | Pass/Fail |
| 4 | Policies including Health & Safety, Equalities and Requirements under Modern Slavery Act 2015, Safer Recruitment and Conflict of Interest | Pass/Fail |
| 5 | Quality Statement including:   * The Supplier’s Proposal * Key Personnel - | Pass/Fail |

The VRU intends to award the Contract on the basis of the Quotation which represents the best value overall taking into account the suppliers proposal to meet the specification and price offered. The VRU does not bind itself to accept the lowest price or any quotation received.

In the event of any material change to any of the information contained in the Quotation between the date of this Quotation and the date that the VRU informs suppliers of whether or not they have been selected, then the supplier shall immediately notify the VRU in writing of such change.

The VRU is entitled to revisit the selection and/or evaluation of the supplier, on the basis of any material change that has occurred, and it may exclude the supplier, if necessary, as a result of that process. Final determination of whether or not any change is material is at the VRU's discretion.

**Due Diligence**

**Please note**: Suppliers do not need to provide supporting documents unless specifically asked to do so. The VRU may ask to see any of these documents at a later stage and the supplier may be asked to clarify their answers or provide more detail. If the supplier cannot supply the information requested or if they falsify any response on the form then the work order may be cancelled without notice.

Please complete all sections of each of the tables below. If a question does not apply to your organisation please type not applicable.

|  |  |
| --- | --- |
| **Section 1 - Supplier Information** | |
| **Section 1: Exclusion Grounds** | ***Please select Yes or No*** |
| Within the past 5 years have you or your organisation or any other person who has power of representation, decision or control in the organisation been convicted anywhere in the world of any of the following offences:  - Participation in a criminal organisation  - Corruption  - Fraud  - Terrorist offences or offences of offences linked to terrorist activities  - Money Laundering or Terrorist financing  - Child labour and other forms of trafficking of human beings | **Yes/No** |
| * Have you fulfilled your obligation related to payment of taxes and social security contribution | Yes/No |
| * Within the past 3 years, anywhere in the world, have you, your organisation or any other person who has powers of representation, decision or control been convicted of breech(s) of:   - Environmental obligations  - Social obligations  - Labour law obligations | Yes/No |
| * Has your organisation been bankrupt, insolvent, subject to compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | **Yes/No** |
| * Has your organisation been convicted of a criminal offence related to business or professional misconduct? | **Yes/No** |

|  |  |
| --- | --- |
| **Section 2: Economic and Financial Standing** | |
| * If requested, are you able to provide audited accounts for the last 2 years? * If you cannot provide a copy of your audited accounts for the last two years, can you provide one of the following:   \*A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.  \*A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  \*Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).  \*None of the above | **Yes/No** |
| * In accordance with Public Contracts Regulations 2015 contracting authorities, contractors and their subcontractors are required to ensure prompt payment through their supply chain(s). Please confirm that you will meet this legal requirement. | **Yes/No** |
| **Section 3: GDPR** | |
| * Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | **Yes/No** |

|  |  |
| --- | --- |
| **Section 4: Policies** | |
| * Please confirm your organisation has a written health and safety policy that could be provided upon request. | **Yes/No** |
| * Does your organisation have a written equalities policy that could be provided upon request. | **Yes/No** |
| * Are you a relevant commercial organisation as defined by section 54 (“Transparency in the supply chain etc”) of the Modern Slavery Act 2015? * If you have answered yes, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | **Yes/No**  If yes, please provide your Modern Slavery Statement either by providing the relevant url or attach an electronic copy  If you cannot provide the necessary information, please provide an explanation |
| * Please confirm your organisation has a safer recruitment policy that could be provided upon request. | **Yes/No** |
| * Please advise if there is any conflict of interest to be disclosed? | **Yes/No**  If yes, please provide details |

|  |  |
| --- | --- |
| **Section 5: Quality Statement including**  **The Supplier’s Proposal**  **Key Personnel**  If the supplier’s proposal which includes the quality statement, proposal and list of key personnel does not meet the VRU requirements, this may at the discretion of the VRU result in a Fail for this section | |
| * Please can you confirm that   your quality statement including proposal and key personnel meets our specification? The VRU will review your response to confirm this statement and reserves the right to ask for further clarification. | **Yes/No** |

|  |  |
| --- | --- |
| Please see **- Terms and Conditions of Contract** | **Yes/No**  **Please confirm your acceptance of the VRU’s terms and conditions of contract. If No, please comment:** |

These questions are subject to Pass/Fail criteria.

Please note that bidders that answer “No” will fail the question. Should you fail on any individual question, your bid will be disqualified and will not progress any further.

|  |  |  |
| --- | --- | --- |
| **Number.** | **Question** | **Yes (Pass) or No (Fail)** |
|  | **Business Continuity Plan**  **A Business Continuity Plan is a plan to that explains how business processes and operations can continue during a time of emergency or disaster and includes an exit management plan.**  Please confirm that you have a business continuity plan, which you would make immediately available to MOPAC (including the VRU) should you be successful with your bid, and/or work with MOPAC to have one in place within three months of contract award. |  |
|  | 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. |  |
|  | Please confirm that you hold public liability and employer’s liability insurance policies and the levels. |  |
|  | Please confirm that you have appropriate security clearance checks, or other clearance in place that may be required by volunteers and staff. |  |
|  | If your organisation works with children and vulnerable adults, please confirm that you have policies in place which reflect current legislation. |  |
|  | Please confirm that you have a health and safety or equivalent policy in place. |  |
|  | Please confirm that you have an equality and diversity or equivalent policy. |  |
|  | Please confirm that your organisation is General Data Protection Regulation (GDPR) compliant. |  |

* 1. Quality Questions

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

* + 1. Quality Questions Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Question Number | Weighting (%) | Page number/ word count | Threshold if applicable |
| Question 1 | 25% | 1000 words |  |
| Question 2 | 15% | 750 words |  |
| Question 3 | 10% | 500 words |  |
| Question 4 | 10% | 500 words |  |
| Question 5 | 10% | 400 words + CVs |  |

* + 1. Quality Questions

|  |  |
| --- | --- |
| Question 1 | Please outline your proposed methodological approach to each element of the requirement, outlined in section B above, and your rationale for this, demonstrating your understanding of the aims and objectives of the project. |
| Weighting | 25 % |
| Word limit | 1000 |
| [Enter response here]  Word Count: | |

|  |  |
| --- | --- |
| Question 2 | Please outline your approach to project management for the research with a detailed delivery plan including:  • Timetable/key milestones, and how these will be met  • Quality assurance  • Staff roles and responsibilities  • Challenges and risks for the research  • How you will mitigate the above |
| Weighting | 15% |
| Word limit | 750 |
| [Enter response here]  Word Count: | |

|  |  |
| --- | --- |
| Question 3 | Please outline your approach to data capture and analysis, considering both qualitative and quantitative data and producing research outputs, including, but not limited to:  • Working across multiple sites, stakeholders and interventions on a single programme  • Gathering informed consent / data sharing  • Transcription & recording of data / data storage  • Ensuring validity of findings  • Reporting findings appropriately – we are particularly interested in your approach to delivering the Virtual Learning hub. |
| Weighting | 10 % |
| Word limit | 500 |
| [Enter response here]  Word Count: | |

|  |  |
| --- | --- |
| Question 4 | Please demonstrate an understanding of the grassroots sector, children and young people affected by violence & exploitation through the use of research methodologies that ensures cultural understanding of the issues they face. This may include:  • Examples of previous work with young people, including the use of engaging, dynamic approaches to understanding and conveying lived experiences (e.g. vital storytelling, video diaries, audio/visual etc.)  • Work with grassroots organisations involved in violence prevention.  • Previous experience & learning recruiting participants from hard to-reach groups, including strategies taken to encourage participation.  Please ensure you reference how this experience will help you respond to the service requirement |
| Weighting | 10 % |
| Word limit | 500 |
| [Enter response here]  Word Count: | |

|  |  |
| --- | --- |
| Question 5 | Please provide an overview of all staff who will work on the project, including which elements of the requirements will be attributed to each and the number of days they will contribute. (Ensure this is reflective of the details in the pricing schedule). This should demonstrate their experience and suitability to undertake this work to time and quality. Please also attach a summary CV for key staff, to provide more detail on this. |
| Weighting | 10 % |
| Word limit | 400 + CVs |
| [Enter response here]  Word Count: | |

* 1. Pricing Section

|  |
| --- |
| **ESSENTIAL:**  This is a most economically advantageous tender with price not being the only consideration, 70% awarded for quality, and 30% for price.  Please add your pricing submission to the pricing template send as part of the tender pack. **All pricing submissions must be completed in full within the response boxes provided in the pricing template. MOPAC reserves the right to reject responses submitted in alternative formats and templates.**  Please see attached pricing schedule **(Stronger Future Funds Evaluation\_ Pricing Schedule\_C8 Pricing Section),** complete and return as part of your tender response. |

* 1. 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 (VRU’s) Purchasing terms and conditions, the Conditions of Quotation and all relevant documents attached we offer to supply and deliver the works/services/supplies specified in Part B, in the quantities and at the rate or prices shown above. |  |  |
| We confirm our submission together with MOPAC’s (VRU’s) written acceptance thereof and any subsequent Purchase Order and/or Contract, shall constitute a binding Contract between us. |  |  |
| 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. |  |  |

* 1. 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 (VRU’s) terms and conditions.

Print Name:

Position:

Date:

* 1. Terms and Conditions

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

We recommend that any clarifications for the contract is raised during the tender period. MOPAC is not obligated to make any amendments to the contract after contract recommendation.

* 1. 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.**

* + 1. Form of Tender 1

I confirm and accept that:

1. The information provided in this Invitation to Quote (ITQ) for Stronger Futures Evaluation document was prepared by MOPAC (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 (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 (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 (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: |  |

* + 1. Form of Tender 2

Having made due allowances for the full requirement in the ITQ documents we hereby offer to provide the Services to MOPAC (VRU) in accordance with the terms and conditions stated therein and within the budget available.

The total firm price of: £ \_\_\_\_\_\_\_\_\_\_\_\_ in words

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Appendix A2 – Financial Submission.

Note, by completing box 1 you agree to the terms and conditions of contract in full with 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 | |  |

* + 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 (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 (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 (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 (VRU)? |  |
| Is there any occasion where you or members of your organisation or supply chain may use MOPAC (VRU) resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than MOPAC (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 (VRU) or third party suppliers |  |

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 (VRU) promptly and no later than 14 days of becoming aware of such information and undertake to take such action as MOPAC (VRU) may reasonably direct.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Designation: |  |
| Company: |  |
| Date: |  |

* + 1. Non Collusion

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

**Declaration:**

I / We declare that:

I / We have submitted a bona fide response to MOPAC (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 the Stronger Futures Evaluation
* 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 (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 (VRU), their servants or agents to determine my / our employment under that contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Company |  | | |
| Position |  | | |
| For and on behalf of: |  | | |

The MOPAC encourages tender applications from all sections of the community. We endeavour to appoint contractors who are committed to promoting equality of opportunity in their own employment and service delivery, and who can demonstrate an ability to assist the MOPAC achieve its statutory responsibilities in this important area.

The MOPAC is also committed to maximising the diversity of our supplier base. In order to help us monitor whether we are successful in this aim we ask all applicants to complete this form.

The information provided below will NOT be scored and is kept confidentially, therefore this information will not affect your application in any way.

|  |  |  |
| --- | --- | --- |
| Serial | Question | Answer |
| **1** | Contract number/reference *(to be completed by Authority)* | **MOPAC** |
| **2** | Contract start date *(to be completed by Authority)* |  |
| **3** | Contract finish date *(to be completed by Authority)* |  |
| **4** | Number of employees in your Company |  |
| **5** | Your enterprise turnover p/a in thousands |  |
| **6** | Is your enterprise majority BAME1 owned/led2? |  |
| **7** | Is your enterprise majority owned/led by women? |  |
| **8** | Is your enterprise majority owned/led by disabled people? |  |
| **9** | Is your enterprise majority LGBT3 owned/led? |  |
| **10** | What is the % of BAME staff in your enterprise workforce? |  |
| **11** | What is the % of women staff in your enterprise workforce? |  |
| **12** | What is the % of disabled staff in your enterprise workforce? |  |
| **13** | What is the % of LGBT staff in your enterprise workforce? |  |
| **14** | What % of your workforce resides in London? |  |

Black, Asian, Minority Ethnic,

2 51% or more trustees from a particular protected characteristic

**3** Lesbian, Gay, Bisexual and Transgender.