Lord Ferrers Awards Sponsorship

Bidders Information v1.2

March 2019





© Crown copyright 2018

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](http://nationalarchives.gov.uk/doc/open-government-licence/version/3/) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at collaborativeprocurement@homeoffice.gov.uk

Contents

[Description 4](#_Toc513105155)

[Details 4](#_Toc513105156)

[Sponsorship Package 5](#_Toc513105157)

[Acceptance of Bids 6](#_Toc513105158)

[Award of Tender 6](#_Toc513105159)

[Bidder Communication 6](#_Toc513105160)

[Bidder Timetable 7](#_Toc513105161)

[SECTION A: Bidder Information 8](#_Toc513105162)

[SECTION B: Other Home Office Procurements/Competitions 9](#_Toc513105163)

[SECTION C: Exclusion Grounds 10](#_Toc513105164)

[Authority Specific Exclusion Grounds 12](#_Toc513105165)

[SECTION D: Sponsorship 13](#_Toc513105166)

[Assessment criteria for questions D2-6 15](#_Toc513105167)

## Description

The annual Lord Ferrers Awards is the highest profile awards ceremony for volunteers in policing, recognising their outstanding contributions. This is the 26th year of the Awards, celebrating over a quarter of a century of awards for exceptional volunteer dedication. We are seeking one exclusive sponsor of the Awards for the value of £10,000 to £12,000.

## Details

The awards, previously known as the Special Constable and Police Support Volunteer Awards, highlight the vital role volunteers play in support of policing, by giving up their free time to make communities safer, and enhancing the effectiveness of policing across England and Wales. In 2013, they were renamed in memory of Lord Ferrers, the former Home Office minister who created the awards in 1993.

Last year’s awards were hosted by Sir Martyn Lewis in Central London and over 700 nominations were received.

The awards will recognise achievement across 10 individual and team categories:

* Ferrers Special Constabulary – Individual Award: Celebrating Special Constables who have demonstrated a sustained and significant contribution to policing in their local communities.
* Ferrers Special Constabulary – Team Award: Recognising teams of Special Constables who have demonstrated a sustained and significant contribution to policing in their local communities.
* Police Support Volunteer – Individual Award: Celebrating Police Support Volunteers who have demonstrated a significant and sustained contribution to policing in their local communities.
* Police Support Volunteer – Team Award: Recognising teams who have worked together to make a significant and sustained contribution to policing in their local communities.
* Volunteer Police Cadet – Individual Award: Celebrating individual Volunteer Police Cadets who have demonstrated a significant and sustained contribution to policing in their local communities.
* Volunteer Police Cadet – Team Award: Open to teams who have worked together to make a significant and sustained contribution to policing in their local communities.
* Employer Supported Policing Award: Open to individuals and teams of employees who support their local police force through volunteering. The award recognises the contribution of both volunteers and their employers and will now be open to those accredited under the Community Safety Accreditation Scheme.
* Leadership Award: Open to individual Special Constables who have demonstrated a significant and sustained contribution to leadership.
* Technical Innovation Award – Team or Individual: Open to Special Constables, Police Support Volunteers or Volunteer Police Cadets. The award recognises the contribution volunteers can bring to using IT and technology to support policing.
* Office of Police and Crime Commissioner (OPCC) Volunteers – Team or Individual:Open to OPCC volunteers and recognising their contribution to PCCs and their local communities.

Please note the Authority reserves the right to amend the award categories specified.

Following the award ceremony there is a reception with refreshments to celebrate the winners and runners up. The exact details of the Awards are to be confirmed at this stage but we expect to hold the event in October in a central London location.

## Sponsorship Package

We would like to welcome a sponsor this year, to join us in recognising the incredible contribution made by these volunteers. By sponsoring this event, you will raise your profile amongst the policing community and communicate your message to a selected audience of approximately 150 stakeholders including Police and Crime Commissioners and Chief Constables, as well as the shortlisted nominees. The sponsorship package includes:

* Exclusive sponsorship of the Event;
* An award category sponsored by the Sponsor shall be mentioned by name when the award category is introduced and a representative of the Sponsor shall be able to present such award;
* Press releases issued by the Home Office in respect of the Event will mention the Sponsor’s sponsorship;
* The Sponsor’s logo shall be notably placed on the cover of the delegate programme to be given to all delegates attending the Event (subject to the Sponsor providing a satisfactory copy of such logo to the Authority in a timely manner prior to publication of the delegate programme);
* An A5 advert from the Sponsor shall be placed on a page in the delegate programme (subject to the Sponsor providing a satisfactory copy of such advert to the Authority in a timely manner prior to publication of the delegate programme);
* Representatives from the Sponsor shall be entitled to attend the Event free of charge;
* The Sponsor shall be entitled to display 2 banners of size 2000 x 1000mm at the Event (subject to such banners being acceptable to the Authority and the venue). It is anticipated that the banners shall be placed: one in the registration area; and one in the reception at the Event, but this shall be at the sole direction and control of the Venue Provider;
* Use of refreshment area for the Sponsor’s branding and/or exhibition space (subject to such banners being acceptable to the Authority and the Venue Provider).
* The Sponsor may provide Event delegates with free promotional material (including, but not limited to, complimentary samples/merchandise of trivial value e.g. pens, keyrings etc) from its exhibition space (subject to such material complying with the terms of the Agreement and being satisfactory to the Authority).

Please note that sponsorship is not available to organisations that are involved in or wanting to promote the following types of products, services, businesses and organisations:

* anything which may be construed as showing or encouraging any type of prejudice (e.g. racial, sexual or religious);
* connected with the Tobacco Industry and/or the e-cigarette industry;
* connected with alcohol or alcoholic drinks;
* selling or promoting any type of gambling or related services;
* any other sponsorship type deemed inappropriate by the Home Office

## Acceptance of Bids

The Home Office does not bind itself to accept any bid that it receives and/or may chose not to proceed with this opportunity, at its sole discretion.

Bids received after the deadline will not be accepted.

## Award of Tender

The bidder who best meets the aims and objectives for the event will be accepted, subject to the caveats in the acceptance of bids.

The Home Office retains the right to be the sole organisers of the event.

The Home Office reserves the right to amend its requirements at any time, and will endeavour to notify the participants at the earliest opportunity.

## Bidder Communication

Communication about this sponsor opportunity will be via [CollaborativeProcurement@homeoffice.gov.uk](mailto:CollaborativeProcurement@homeoffice.gov.uk)

Please submit clarification questions and bids to this email address.

## Bidder Timetable (indicative)

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 14/03/2019 | PIN to go out on BLPD/POLKA |
| 21/03/2019 | Notice published on Crown Commercial Services Contracts Finder. Clarification questions open. |
| 11/04/2019 | Deadline for submission of clarification questions. |
| 18/04/2019 | Deadline for return of bids. |
| 19/04/2019 - 03/05/2019 | Evaluation |
| w/c 20/05/2019 | Notification of Award. |

## SECTION A: Bidder Information

Please also complete for any affiliated or associated organisations relied upon to meet the selection criteria.

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Response** |
| A1 | Full name of company submitting the bid |  |
| A2 | Registered office address (if applicable) |  |
| A3 | Full name of company representative submitting the bid |  |
| A4 | Telephone number |  |
| A5 | E-mail Address |  |
| A6 | Registered website address (if applicable) |  |
| A7 | Trading status:   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| A8 | Date of registration (if applicable) |  |
| A9 | Company registration number (if applicable) |  |
| A10 | Charity registration number (if applicable) |  |
| A11 | Head office DUNS number (if applicable) |  |
| A12 | Registered VAT number (if applicable) |  |
| A13 | Relevant classifications (state whether you fall within one of these, and if so which one):   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| A14 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1) |  |

## SECTION B: Other Home Office Procurements/Competitions

This sponsorship competition is being run openly and transparently. Any decision on whether to accept sponsorship (or not) is unconnected with and has no relation or bearing on or to any other procurements or competitions that the Home Office may be running and which you (the bidders) may be involved in. The winning bidder will not receive any advantage or benefit in relation to any other procurements or grant funding competitions being run by the Home Office as a result of this sponsorship opportunity.

Please sign to advise you have read and understand the above and accept that the decision in this completion will be made solely in accordance with the terms of the document, and other procurement or grant funding activities will only be made in accordance with the terms of the relevant competition:

Signature:

Print Name:

Job Title:

Organisation:

## SECTION C: Exclusion Grounds

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response** |
| C1(a) | Please respond yes or no to the below questions. If you respond no to all questions you will pass. If you respond yes to any question there is an opportunity to provide further details about measures taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion. The measures detailed will be evaluated as acceptable and pass or unacceptable and fail. If you fail this question no further questions will be marked.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at C1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at C1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at C1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at C1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at C1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at C1(b) |
| C1(b) | If you have answered yes to question C1(b), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| C2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Yes ☐  No ☐ |
| C3(a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| C3(b) | If you have answered yes to question C2 &/or C3(a), please provide further details. Please also confirm you have paid,or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The Home Office reserves the right to use its discretion to exclude a potential bidder where it can demonstrate by any appropriate means that the potential bidder is in breach of its obligations relating to the non-payment of taxes or social security contributions.

## Authority Specific Exclusion Grounds

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Question** | | **Weighting** |
| C4 | Please respond yes or no to the below questions. If you respond no to all questions you will pass. If you respond yes to any question you will fail. If your company’s sponsorship is deemed inappropriate for any other reason you will fail this question. If you fail this question no further questions will be marked. | | Pass or Fail |
| **Questions** | | | **Response** |
| Is your organisation engaged in any activity that may be construed as showing or encouraging any type of prejudice (e.g. racial, sexual or religious)? | |  | |
| Is your organisation involved in or wanting to promote tobacco or e-cigarette products, services, businesses or organisations? | |  | |
| Is your organisation involved in or wanting to promote alcohol products, services, businesses or organisations? | |  | |
| Is your organisation involved in or wanting to promote gambling products, services, businesses or organisations? | |  | |

## SECTION D: Sponsorship

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 1 | Please provide your bid for sponsorship | 30% |
| **Please Note**   * We are seeking the value of £10,000 - £12,000. * Bids must be in whole thousands so only bids of £10,000, £11,000 or £12,000 will be accepted. Any bids under £10,000 will score 0. * Only a value should be stated, no additional information will be marked. | | |
| **Response** | | |
| £ | | |

Please Note: For questions 2-6 if the response is over the specified word count only the first 250 words will be marked.

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 2 | In no more than 250 words, give an outline of what your organisation does. Include specifics around programme activity and the results of your work. | 5% |
| **Response** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 3 | In no more than 250 words, how does supporting The Lord Ferrers Awards fit in with your ongoing organisational/strategic objectives and your social responsibility commitments? | 35% |
| **Response** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 4 | In no more than 250 words, please list any links that your organisation has to the emergency services, volunteering or youth including supporting any events. | 20% |
| **Response** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 5 | In no more than 250 words, evidence how your organisation aligns to the responsibilities and priorities of the Home Office.  <https://www.gov.uk/government/organisations/home-office/about> | 5% |
| **Response** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Weighting** |
| 6 | In no more than 250 words, explain how does your organisation creates a culture that prioritises safeguarding, whistleblowing and inclusivity? | 5% |
| **Response** | | |
|  | | |

## 

## Assessment criteria for questions D2-6

|  |  |  |
| --- | --- | --- |
| Assessment | Score | Explanation |
| Fully Meets All Requirement  (Full Evidence Provided) | 100 | The response meets the requirement and provides strong supportive evidence to back this up. |
| Fully Meets Requirement  (Some Evidence Provided) | 80 | The response meets the requirement and provides some supportive evidence to back this up. |
| Acceptable  (With Some Reservations) | 50 | The response partially meets the requirement or fails to provide sufficient evidence to back this up. |
| Does Not Meet Requirement | 0 | The Response does not meet the requirement or does not provide sufficient evidence. |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)