**Financial Resilience**

**Delivery Partner Procurement**

**Better Off Support (BOS) programme**

Tender Brief and Response Document

Deadline for responses:

Noon - 23rd January 2023

**Part A Tender Information and Guidance**

**1. Context**

The current cost of living crisis is having a severe impact on residents financial and personal wellbeing across Liverpool City Region. The Combined Authority, working with The Women’s Organisation and specialist third sector partners have developed a response to help mitigate the impact of these unprecedented circumstances. The rapid rise in the cost of living has caused a crisis in many households across the City Region, but there are several target profiles where the impact is particularly profound including the following -

* Individuals and households that were socially and economically vulnerable pre the economic and Covid 19 health crisis have been exposed, having lacked the personal or financial resilience to withstand this enormous economic shock.
* Residents who have pre-existing health conditions and have post or long Covid health related issues. This group have been very hard hit by the lack of opportunity to access the current buoyant labour market and therefore their capacity to meet their financial obligations have been diminished. Their personal wellbeing and resilience has also been eroded and that is making it more difficult for them to seek and secure support to help them to regain their personal and financial confidence.
* Black and Racial Minority Communities (BRM) across LCR have been severely impacted due to the current crisis and the fallout from Covid 19. BRM communities were already facing disadvantage in the labour market, in their income and overall range of personal and professional opportunities. This current crisis has exacerbated this position significantly, leaving BRM communities even further disadvantaged.
* Residents living in specific geographical communities across the City Region were ward data highlights incidents of severe social and economic deprivation. Residents of communities such as Runcorn in Halton, Kirkby in Knowsley, Anfield in Liverpool, Parr in St Helens, Birkenhead North in the Wirral and Netherton in Sefton are all examples of place-based deprivation which is being further impacted by this economic crisis.
* Residents who are in employment but are on low wages and unstable contracts.
* Women, show up in this cohort of at risk of financial and social exclusion and lone parents’ status is a significant contributing factor in crisis cases.

**2. Procurement Process and Timetable**

This invitation is provided on the same basis to all potential Financial Resilience

Delivery Partners.

This procurement of the Financial Resilience Delivery Partners takes the form of an Open, Single Stage Tender. All new Delivery Partners interested are invited to participate in this process.

The Women’s Organisation is the accountable body for this Programme, acting on behalf of the Liverpool City Region Combined Authority who have commissioned and are funding the support service. All correspondence in relation to this process will be with and through The Women’s Organisation.

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

Under no circumstances shall The Women’s Organisation or the Liverpool City Region Combined Authority incur any liability in respect of this invitation or any supporting documentation. Neither The Women’s Organisation or the Liverpool City Region Combined Authority will reimburse the costs incurred by applicants in connection with the preparation and submission of their response to this invitation.

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 invitation may result in disqualification of the Supplier from consideration for this requirement.

Successful applicants will be subject to UK rules and regulations. The additional requirements include:

* Successful applicants must make all relevant records available to satisfy any auditing requirements of the project.
* All relevant records will be subject to examination as if a contractor was a direct contract holder with the CA.

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

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

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 | 06.01.2023 |
| Deadline for Tender Questions | 16.01.2023 |
| **Deadline for Tender Submissions**  (at The Women’s Organisation, Liverpool) | 12 noon 23.01.23 |
| Notification of intention to award contract | 25.01.2023 |
| Contracts awarded and signed | 31.01.2023 |
| Commencement | 01.02.2023 |

**2.2 Procurement Queries**

The Women’s Organisation named point of contact for the procurement of Financial Resilience Delivery Partner Procurement is Helen Millne. All requests for further information in respect of the invitation 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 Combined Authority or The Women’s Organisation in respect of this invitation.

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

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

Subject: FAO Helen Millne, Financial Resilience Delivery Partner Procurement

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

**2.3 Submission of Tender**

To respond to the tender please complete and return all sections in Part B of this this form by 12 noon on 23rd January 2023.

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

Please state in subject line: FAO Helen Millne, Financial Resilience Delivery Partner Procurement

Documents can be submitted in hard copy to Helen Millne, 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 documents may be submitted at any time before the closing date. Please note that completed submissions received after the closing date may be rejected.

**3. Financial Resilience Delivery Partners Brief**

We are seeking to procure up to two suitability qualified Financial Resilience Delivery Partners to join the current project delivery partners in providing support to residents across the whole of Liverpool City Region. The successful provider will be required to hold the relevant accreditation and quality marks for example FCA, Lexcel, or AQS to be eligible to become a delivery partner.

The total combined value of the contract is up to £144,000 and will run form 1st February 1st 2023 to 31st March 2025

The target for individuals receiving intensive support against this total contract value is 320.

Payment is based on project performance

**3.1 Proposal Requirements**

The Better Off Support (BOS) programme will mobilise in February 2023 across the LCR footprint to support the target profile specified. It will undertake targeted community engagement and recruitment activities to reach out and connect with 2500 people from the local authority areas of Halton, Knowsley, St Helens, Liverpool, Sefton and Wirral within the Liverpool City Region (LCR). It will target people who are facing challenges as a result of the cost-of-living crisis and provide financial resilience support, welfare, money advice and personal confidence and recovery support.

BOS will help 2500 residents over the lifetime of the programme to-

* Provide access and a direct route-way to support through key referral points such as GPs, mental health and other community and public health professional support systems. This profile of residents are ones that are exhibiting the greatest risk of long term and enduring negative impact of cost of living raises and long-term ill health and poor wellbeing as a result of Covid 19.
* Improve their financial resilience i.e. the ability to maximise their income, address priority debt and crisis issues, manage their money and import each their ability to cope with changes in circumstances
* Improve their understanding of energy efficiency options within their home and support uptake of energy efficiency interventions were appropriate
* Undertake individual needs assessment to ensure that beneficiaries most in need are prioritised.
* Providing a full range of accredited money advice interventions from budgeting to specialist debt and insolvency casework. This will be of particular benefit because poor financial decisions can result in people resorting to pay day loans and loan sharks.

BOS will deliver a holistic multi-disciplinary approach to support 2500 residents to support them in crisis management of their household budgets, with the ultimate aim of improving the financial and personal well being of the proposed targeted cohort of beneficiaries. It seeks to support people to move from relative financial chaos to relative financial stability and control, from low self- esteem to higher confidence and to meaningful and sustained progress in economic and civic life. BOS will provide short-term fixes with tangible skills set change alongside a cultural change in the mind-set of beneficiaries whereby they are better equipped and motivated to take control of their long-term future as opposed to living day-to-day and in effect surviving.

The proposed transitions requires a package of support which will be easily accessible as those residents go through these life changing events. The discrete but interconnected elements of this support can be categorised as:

* Energy efficiency
* Income maximisation
* Practical and Crisis Debt advice
* Health, advice and wellbeing
* Digital support to access information and other support resources

The Financial Resilience element will enable and improve people’s ability to deal with crisis issues, but also manage money well, both day- to-day and through significant life events, and their ability to manage periods of financial difficulty.

The type of practical information the BOS programme will provide includes

* Managing in a crisis
* Having and using a transactional bank account
* Understanding and accessing benefit entitlement
* Minimising expenditure, for example utilities – including using online services
* Planning for unexpected expenditure (replacing white goods, home repairs) – including credit options,
* Dealing with financial difficulties
* Understanding priority and non-priority debt
* Income maximisation
* Access to self-help debt information
* Access to specialist debt advice

BOS personalised offer will be provided based on individuals’ capabilities

* Ability – skills and knowledge, for example to set a budget, read a bank statement, chose utility best-deals, understand APR and credit options; includes literacy, numeracy and digital skills
* Mindset – attitude and motivation, for example attitudes to crisis and well being
* Connection – ease of accessibility to financial products and services. On an individual level, this could include understanding ‘safe’ credit, for example knowledge of credit unions and other options; different types of bank accounts; digital confidence to access online deals.

**Marketing, Client Engagement, Brand, Digital, and Content Requirements**

Delivery partners will be required to support the following aspects

* Alignment with project brand and overall coherence
* Contributing to production of case studies, evidence of social value
* Promoting web and social media presence
* Consumer marketing materials / collateral / digital collateral
* Ensuring geographical and diversity targets are met

**Part B. Response to Tender**

**Section 1: Overview**

**1.1 Delivery Partner Details**

|  |  |  |
| --- | --- | --- |
| Full Legal name of the Community Partner completing the Suitability Assessment |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

**1.2 Bidding Model**

|  |  |  |
| --- | --- | --- |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | |  |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself. | Yes |  |
| 1. Bidding as a Prime Contractor and will use third parties to deliver **some** of the Works. | Yes  If **yes,** please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for using a separate Appendix. |  |
| 1. Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver **all** of the Works. | Yes  If **yes,** please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for using a separate Appendix. |  |
| We recognise that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that The Women’s Organisation must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Women’s Organisation reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information. | |  |
| 1. Bidding as a consortium but not proposing to create a new legal entity.   If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | **Consortium members**  **Lead member** |  |
| 1. Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).   If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the biding model, including details of the **actual** or **proposed** shareholding of the constituent members within the new legal entity using a separate Appendix. | Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |  |

**1.3 Contact Details**

|  |  |
| --- | --- |
| **SUPPLIER CONTACT DETAILS FOR ENQUIRIES ABOUT THIS SUITABILITY ASSESSMENT** | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

**1.4 Licensing and Registration**

|  |  |  |
| --- | --- | --- |
| **LICENSING AND REGISTRATION (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established under the conditions laid down by that member state. | Yes  No  If Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | Yes  No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

**Section 2 Professional Standing**

**2 Grounds for mandatory exclusion – Part 1**

The Women’s Organisation may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs 2.1 (a) to (n), or paragraph 2.2;

Any Supplier that answers **‘Yes’** should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. Please refer to Part C Additional Guidance for further information.

|  |  |  |
| --- | --- | --- |
| **2.1 .1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| 1. the offence of cheating the Revenue; |  |  |
| 1. the offence of conspiracy to defraud; |  |  |
| 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| 1. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **2.1.2** Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

**3 Grounds for discretionary exclusion – Part 2**

The Women’s Organisation may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j);

Any Supplier that answers **‘Yes’** should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question.

|  |  |  |
| --- | --- | --- |
| **Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures. |  |  |
| Where there is an indication that a conflict of interest exists or may arise then the Supplier shall inform the Authority use a separate Appendix of the details of the conflict. | |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation:- |  |  |
| 1. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or |  |  |
| (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| 1. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**4 Economic and Financial Standing**

|  |  |  |
| --- | --- | --- |
| **FINANCIAL INFORMATION** | | |
| 4.1. | Please **self-certify** whether you already have, or can commit to provide the following:   * Up to date financial information in the form of full audited (or unaudited) financial accounts. Where these are not available it is possible to provide details of most recent year trading or a current statement on financial position backed by bank letter or alternative means including management accounts. This financial information should support the measures identified in below * Relevant latest auditors report identifies that the organisation is a going concern * Statement that the organisation is not subject of administration or liquidation arrangements * Statement that any outstanding CCJs can be met by existing cash reserves. | Yes  No |
| 4.2 | Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of as part of the Tender return. For financial standing it is recognised that this evidence may take a variety of forms reflecting the circumstances and organisation type or size. To demonstrate your financial standing you will be required to provide one of the following **as part of your tender submission**:  **Please Note:** Where the information provided under (a), (b) or (c) is more than one year old, an explanation of this must be provided along with additional data in line with option (d) or (e). Organisations who have provided information above in accordance with options (a), (b) or (c) can provide additional in with option (d) or (e) if appropriate to the organisation’s circumstances. |  |
| (a) A copy of the full audited accounts for the most recent two years |  |
| (b) If (a) is not a viable option, a copy of the full non-audited accounts for the most recent two years |  |
| (c) If (b) is not a viable option, an explanation of why (a) and (b) are not available or appropriate and a statement of the turnover, income and expenditure account, balance sheet, and cash flow for the most recent year of trading for this organisation |  |
| (d) If (c) is not a viable option, an explanation why (a), (b) and (c) are not available or appropriate and a statement of the income and cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| (e) If (d) is not a viable option an explanation of why (a), (b), (c) and (d) are not available or appropriate (e.g. a newly formed company) and alternative means of demonstrating financial status (e.g. management accounts or similar showing forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts). |  |
| 4.3 | The specified level of economic and financial standing is a minimum annual turnover twice the contract value\* (value taken from Section 3, 3.4 Total budget) and current ratio (current assets/current liabilities) of 1 for this Suitability Assessment.  Please **self-certify** by answering ‘Yes’ or ‘No’ that you meet these requirements. | Yes  No |
| 4.4 | **(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If yes, please provide the name below:   |  |  | | --- | --- | | Full name of ultimate parent organisation |  | | Registered address of parent |  | | Registered company number |  | | Relationship to the supplier completing the Suitability Assessment |  |   If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g from a bank)? | Yes  No  Yes  No  Yes  No  Yes  No |

**5 Technical and Professional Ability**

|  |  |
| --- | --- |
|  | **RELEVANT EXPERIENCE AND CONTRACT EXAMPLES** |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the contract requirement. Contracts for supplies or services should have been performed during the past three years. | |
|  | |

**6 Additional Information**

**6A Compliance with Equality Legislation**

|  |  |  |
| --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| A1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| A2 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No |
| A3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

**6B Health and Safety**

|  |  |  |
| --- | --- | --- |
| B1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| B2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes  No |
| B3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

**Section 3: Proposed Delivery Partner Contribution**

|  |
| --- |
| **3.1 Please describe what contribution your organisations could provide to the delivery of Financial Resilience - Better Off Support (BOS) programme** **in the role of Delivery Partner as described in the Brief (40%)** |
|  |
| **3.2 Please describe your approach to supporting equal opportunities and diversity within Financial Resilience - Better Off Support (BOS) programme** **(40%)** |
|  |
| **3.3 What is your readiness to commence the Delivery Partner role upon notification of a successful submission? (not scored) (0%)** |
|  |
| **3.4 Please state your proposed project cost:**  **(20%)** |
| Total Project Costs: £ |

**WE CERTIFY THAT:**

1. The submission submitted herewith is a bona fide response to the invitation to become a Partner that is intended to be competitive.
2. We have not fixed or adjusted the cost amount of the submission 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 invitation or, the amount or approximate amount of the proposed invitation (except where the disclosure, in confidence, of the approximate amount of the invitation 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 submitting or as to the amount of any invitation 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 invitation submission, any act or thing of the sort described above.
      1. We have not canvassed or solicited any employee The Women’s Organisation, in connection with the award of invitation
      2. We further hereby undertake that we will not in the future canvass or solicit any employee The Women’s Organisation in connection with this invitation

**IN THIS CERTIFICATE**

1. ‘Person’ includes any person, anybody 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:

**Part C: Additional Guidance**

**Evaluation Criteria and Scoring Guidance**

This is the Suitability Assessment with a pass or fails score; applicants that fail will not be assessed at Section Three. Scoring from the Suitability Assessment will not be taken forward to the ‘Overall Score’; this will be based on Quality and Price’.

**Scoring methodology**

Pass – all information/documentation provided

Fail – major information requirements missing

If any part is left incomplete the section will be marked as Fail

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Supplier Information** | | | |
| 1.1 | Supplier Details | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.2 | Bidding Model | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If the Supplier completing this Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided;   * names of all consortium members; * the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and * if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.   **All** members of the consortium will be required to provide the information required in **all** sections of the Suitability Assessment i.e. each member of the consortium is required to complete the form.  Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.3 | Contact Details | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  Suppliers have been asked to include a **single point of contact** in their organisation for their response to Section 1.3 of the Suitability Assessment. The Women’s Organisation shall not be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify any changes relating to the contact promptly or they will be unable to receive communications from The Women’s Organisation.  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.4 | Licensing and Registration | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| **2** | **Grounds for Mandatory Exclusion – Part 1** | Pass/Fail | The Women’s Organisation may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.  Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation.  Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction. |
| **3** | **Grounds for discretionary exclusion – Part 2** | Pass/Fail | The Women’s Organisation may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.  Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation.  Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction. |
| **4 Economic and Financial Standing**  **Please note: Information relating to Economic and Financial Standing will only be evaluated for the Preferred Supplier(s) following evaluation of Quality and Price.** | | | |
| 4.1/  4.2 | Demonstration of Economic and Financial Standing | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section will be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.  In reaching our conclusion on an Suppliers economic financial standing (pass or fail), the financial information presented will be assessed by The Women’s Organisation’s in-house, professionally qualified financial due diligence team. Consideration of the financial information provided will include the following:   * Completeness of financial information provided – failure to provide one of the five permitted form of financial information and associated explanation considered a ‘fail’ * Age of financial information provided – where the latest financial statements have yet to be filed within their due date, The Women’s Organisation will request draft financial statements and/or management accounts from the Supplier to enable a more up to date review. Failure to provide additional information in a suitable formats identified will constitute a ‘fail’; * Opinion of the auditors within the financial statements – concerns over going concern considered a ‘fail’. No going concern issues considered a ‘pass’ * Suppliers currently the subject to any kind of administration or liquidation arrangements will be considered a ‘fail’. Absence of administration or liquidation arrangements considered a ‘pass’ * The level and nature of outstanding CCJs (either disclosed or obtainable from public registers) – ability to fund CCJs from existing case reserves considered a ‘pass’, inability to fund CCJs from existing cash reserves considered a ‘fail’   Pass – all above 5 measures considered a ‘pass’  Fail – one or more of the above 5 measures considered a ‘fail’ |
| 4.3 | Level of Economic and Financial Standing | Pass/Fail | Both average turnover for the last two years (or equivalent value) is equal to or more than x2 the highest value (£) of the estimated Contract Value Range as stated in the Contract Notice\* and the current ratio (current assets/current liabilities) is greater than 1.  Fail – Either average turnover for the last two years (or equivalent value) is less than x2 the highest value (£) of the estimated Contract Value Range as stated in the Contract Notice\* or current ratio (current assets/current liabilities) is equal to or less than 1.  \*The Women’s Organisation reserves the right to use information relating to other contracts they have awarded and/or bidding with a particular Supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing The Women’s Organisation contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with The Women’s Organisation which may be relevant at the verification stage. In assessing this The Women’s Organisation will seek to confirm the Suppliers own assessment of this to ensure accurate assessment of this test. |
| 4.4 | Financial Guarantee | Pass/Fail | Pass – all information/documentation provided. Parent Company confirmed as willing to provide guarantee if necessary; details of where a guarantee may be obtained from elsewhere provided and reasoning is to the satisfaction of The Women’s Organisation.  Fail – major information requirements missing. Parent Company confirmed as not willing to provide a guarantee. No details provided as to where a guarantee may be obtained from elsewhere or reasoning provided is not to the satisfaction of The Women’s Organisation |
| **5** | **Technical and Professional Ability** | Pass/Fail | Pass – Sections 5.1 to 5.4 OR 5.5 complete in full with information which relates to the subject matter of the contract  Fail – 5.1 to 5.4 OR 5.5 incomplete. |
| **6A** | **Compliance with equality legislation** | Pass/Fail | Pass –Sections A.1 & A.2 answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation and Section A.3 answered ‘yes’  Fail – failure to answer Questions A.1 – A.3 or Sections A.1 & A.2 answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction and/or Section A.3 answered ‘no’ |
| **6B Health and Safety** | | | |
| B1 | Health and Safety Policy | Pass/Fail | Pass – Question 1.1 answered ‘yes’ and Health and Safety Policy provided is to the satisfaction of The Women’s Organisation; or for Suppliers that are self-employed or employ less than 5 people information has been provided on arrangements for management of health and safety to the satisfaction of The Women’s Organisation.  Fail – Failure to answer Questions 1.1, Question 1.1 answered ‘No’, or information provided on Health and Safety Policy or management arrangements for health and safety is not to the satisfaction of The Women’s Organisation. |
| B2 | Enforcement / Remedial orders | Pass/Fail | Pass – Question 1.2 answered ‘No’  Fail – Failure to answer Question 1.2. Question 1.2 answered ‘yes’ without providing details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |
| B3 | Sub-Contractors | Pass/Fail | Pass –Question 1.3 answered ‘Yes’ and relevant policies, documentation showing the processes in place to check whether any of the circumstances in questions 1.1 and 1.2 apply to any sub-contractors.  Fail – Failure to answer Questions 1.3, or Question 1.3 answered ‘no’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation ‘s satisfaction. |

|  |
| --- |
| Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? **No**  If your answer to this question was “Yes”, please provide further details in a separate Appendix. |

Quality will account for 80% of the Overall Score.

Evaluation criteria will be based on a scoring of 0 – 10, the details of which are

|  |  |
| --- | --- |
| Score | Classification |
| 9-10 | Exceptional, Excellent response to the requirement good range of examples, highly relevant to the contract requirements |
| 7-8 | Above expectations, Good response to requirement and good range of examples provided |
| 5-6 | Meets expectations, Average response to requirement and reasonable range of examples provided |
| 3-4 | Below expectations, Poor response to requirement and few examples provided |
| 1-2 | Well below expectations, Poor response to requirement and no examples provided |
| 0 | Unacceptable, No response to the requirement was provided |

Please state level and source of match offered. The contract will operate on a cost recovery/cost-only basis. There is no scope for profit in the cost of the tender submitted.

Eligible budget will account for 20% of the score.

Evaluation criteria will be based on a scoring of 0 – 10, the details of which are

|  |  |
| --- | --- |
| Score | Classification |
| 9-10 | Exceptional, detailed granular detail provided |
| 7-8 | Above expectations, Good response to reasonable detail provided |
| 5-6 | Meets expectations, Average response to requirement |
| 3-4 | Below expectations, Poor response to requirement |
| 1-2 | Well below expectations, Poor response to requirement and match provided |
| 0 | Unacceptable, No response to the requirement was provided |

What is your readiness to commence Community Partnership involvement upon notification of a successful submission? Not scored

**Scoring Methodology**

Evaluator’s will initially work independently. Once they have competed their independent marking they will meet to discuss, understand and moderate any difference in the marks they have awarded via a consensus meeting, where a single consensus score for each question will be agreed.

The scoring will be on the basis of whole numbers and the consensus score will also be a whole number. A good response will, for example, gain a score of 8 or 7. The difference in the score will be on the basis that limitations have been identified, but these are not so serious as to reduce the score to 6 (i.e. average). These minor limitations are however sufficient that a score of 7 may be more appropriate than 8. Where scores are subsequently weighted, there is potential for fractions of full marks to be awarded. These will be expressed as decimals to two decimal places

Worked example

*How Quality score will be used to give a weighted score*

Technical Question 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 6 | 40% | 4 | 24 |
| B | 8 | 40% | 4 | 32 |

Technical Question 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Community Partner** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 5 | 40% | 4 | 20 |
| B | 7 | 40% | 4 | 28 |

Technical Question 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 0 | 0% | 0 | 0 |
| B | 0 | 0% | 0 | 0 |

*How Price will be used to calculate a score*

*Price Question 1*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 7 | 20% | 2 | 14 |
| B | 6 | 20% | 2 | 12 |

*Price Question 2*

Suppliers offering less than 60% match contribution will be scored 0 on this question*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Community Partner A** | **Supplier A Form of Tender match contribution** | **Highest match contribution as % of Supplier A contribution** | **Supplier A marks out of 30** |
| 100% | 100%/100% = 1 | 1 x 30= 30 |
| **Community Partner B** | **Supplier B Form of Tender match contribution** | **Lowest price as % of Supplier B price** | **Supplier B marks out of 30** |
| 60% | 60%/100% = 0.6 | 0.6 x 30= 18 |

*Worked example of Overall Result*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delivery Partner** | **Quality Score** | **Price Score** | **Total Score** | **Ranked Position** |
| A | 44 | 14 | 58 | 2 |
| B | 60 | 12 | 72 | 1 |

Threshold: Any applicant with an overall score of less than 50 will not be considered for a Partner place.

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

1. [↑](#footnote-ref-1)