

**Advice Skills Academy**

**Preferred Suppliers List Application**

Guidance and Application document

Deadline for responses: 5.00pm Monday 18 September 2017

**Part A Guidance**

**1 Introduction**

The Advice Skills Academy (ASA) is a European Social Fund (ESF) funded project, funded October 2016 to September 2019 (subject to change control approval), which will develop a co-ordinated approach to identifying learning and development needs of staff within local Citizens Advice services in the Liverpool City Region (LCR). The project will: develop a calendar of training opportunities to meet the needs of staff, including internal Citizens Advice delivery, and externally procured delivery; identify other learning and development opportunities, including e-learning, coaching and mentoring; and support the development of learning organisations that are responsive to the needs of staff, volunteers, and their learning, development and progression goals.

The project has been developed to:

* Address higher level skills shortages in specialist advice services
* Provide training and support for people within the workforce to improve skills, knowledge, progression and productivity
* Provide a training and support route for disadvantaged groups seeking to access further job opportunities in the sector
* Improve management, leadership and progression capacity
* Promote equality by improving the progression prospects of women within the workforce

ASA are looking to create a Preferred Suppliers List, in order to procure the delivery of goods or services for the project up to a total budget value of £30,200. This Application form is to be used for applying to be entered onto the Preferred Suppliers List for ASA. For full details of the ASA procurement processes, please see the ASA Procurement Framework document.

The Women’s Organisation is the accountable body for this Programme. All correspondence in relation to this process will be with and through the Women’s Organisation.

**2 Process and timescale**

This application for the Preferred Suppliers List is provided on the same basis to all potential Suppliers.

The creation of a Preferred Suppliers List is part one of a two stage process for procurement for the Advice Skills Academy project. Stage two will be the ‘call off’ of contract opportunities, containing details of the goods or services to be procured, and guidance on tendering, which will be open to all suppliers on the PSL.

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| **Procurement Stage One – Preferred Suppliers List** | **Indicative date** |
| Application to PSL publication date | 29 August 2017 |
| Deadline for Applications | 18 September 2017 |
| Assessment decision notification | 22 September 2017 |
| Creation of the PSL | 02 October 2017 |

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

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

**Procurement queries and Submission of Application**

The person who is the named point of contact for this application process is Laura Anderson. All requests for further information in respect of the PSL application process should be sent using the following contact details:

Email to: [info@thewo.org.uk](mailto:info@thewo.org.uk)

Subject: FAO Laura Anderson, Advice Skills Academy PSL Application

By post to: Laura Anderson, The Women’s Organisation, 54 St James Street, Liverpool, L1 0AB.

Responsibility for ensuring the application (and any supporting documents) are received by the Women’s Organisation lies with the applicant. Applications and supporting documents may be submitted electronically by email, or in paper copy by post or by hand. Completed applications may be submitted at any time before the closing date. Please note that completed applications received after the closing date will be rejected without assessment.

**3 Application requirements**

Organisations / consultants wishing to be considered for the Preferred Suppliers List should complete an application. The application process requirements are:

* All applicants must identify their legal status
* All applicants must fully complete the application form. Where organisations do not have policies and procedures in place, a description of procedures should be included, rather than leaving a question unanswered.
* All applicants must provide their audited accounts (for the most recent 3 years), or management information (for those consultants or organisations who have not been in existence for 3 full financial years). Accounts or management information may be supplied in electronic or paper form, but must be received within the deadline for applications.
* All applicants are required to have insurance in place, and to include details of level of cover in the application.

Applicants must have appropriate resources to enable delivery of the goods or services, including:

* Functioning telephone and computer facilities (with internet access)
* Business premises that are secure, and allow for the secure storage of any records relating to individuals attending project activity
* Facilities for the printing/photocopying of training materials for participants (suppliers will be expected to produce their own materials in the form of handouts, and exercise sheets, but ASA attendance registers and evaluation forms will be provided by ASA)
* Availability to deliver contracts for goods or services within a November 2017 to July 2018 timeframe.

**4 Assessment, scoring and selection**

All organisations submitting a fully completed application within the specified date and time, will be considered. Applications received late will, by default, be rejected without assessment. Applicants must supply all information requested on the application form, or as outlined in these guidelines. Failure to supply all information required will result in the application being, by default, ineligible for consideration.

To be eligible to submit an application, an applicant must be:

* A natural person, over the age of 18, conducting business as a sole practitioner, or
* A partnership, or
* An incorporated organisation

ASA staff will assess the applications for minimum criteria, and applications will receive a PASS or FAIL at this stage. Those organisations who do not meet minimum requirements, will be unsuccessful, and will be rejected, with no right of appeal.

The assessment of applications at this application to join the PSL stage will be:

Section One – Overview – not scored

Section Two – Due diligence – this is a gateway section with a PASS or FAIL, and applicants that fail will not be further assessed.

Section 3 – insurance – this is a section with a PASS or FAIL score. Those without the relevant insurance in place will not be further assessed.

Sections 4 to 8 – Competencies, Health and Safety, Equality and Diversity, Professional and Business Standing, and Miscellaneous policies – these sections are not scored, but completion is required.

Section 9 – Learning and development areas – this section is not scored, but completion is required.

**5 Preferred Supplier List details**

**5.1 Privacy and right to information**

All information supplied in the PSL application (and any supporting information) will be treated as private and confidential, and will not be shared with any other organisation, providing that this does not exclude Advice Skills Academy from publishing a Preferred Suppliers List (see below).

Where a supplier is appointed as a preferred supplier, ASA or the Women’s Organisation may identify the applicant as a preferred supplier and publish the applicants name and contact details in lists contained on its website or in other material. For sole practitioners, contact details so published shall be those contact details that are non-personal and safe to publish.

As an ESF funded project, the ASA or the Women’s Organisation has the right to request reasonable further information and records relating to the supplier, as may be required for audit purposes. Where possible, the scope of any further information will be identified prior to awarding of contracts, to enable a supplier to assess the reasonableness of such requirements.

**Part B Preferred Supplier List Application**

**Section 1 Overview**

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| **1** | **Organisation / consultant details** | |
| 1.1 | Legal name of organisation: |  |
| 1.2 | Trading name of organisation:  (if different from above) |  |
| 1.3 | Main function of organisation: |  |
| 1.4 | Contact name: |  |
| 1.5 | Job title: |  |
| 1.6 | Registered Legal Address: |  |
| 1.7 | Primary correspondence address: (if different from above) |  |
| 1.8 | Telephone number: |  |
| 1.9 | Email address |  |
| 1.10 | Website address (if any): |  |
| 1.11 | Company registration number (if this applies): |  |
| 1.12 | Charities or Housing Association or other registration number (if this applies). Please specify registering body: |  |
| 1.13 | Date of registration (if his applies): |  |
| 1.14 | Are you registered for VAT?  If ‘Yes’ please provide registration number: |  |
| 1.15 | Is your organisation: | Please indicate by ticking the appropriate box |
|  | A public limited company? |  |
|  | A private limited company? |  |
|  | A company limited by guarantee? |  |
|  | A CIC? |  |
|  | A limited liability partnership (LLP)? |  |
|  | Statutory Corporation? E.g. Further Education College |  |
|  | Sole Trader |  |
|  | Other (please specify the legal status of your organisation)? |  |
|  | Is your organisation part of a group of companies? If ‘Yes’ please give details below. |  |
|  | Name of (ultimate) parent company |  |
|  | Company registration number of parent company (if this applies) |  |

**Section 2 Due Diligence**

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| **2** | **Due Diligence** | |
| 2.1 | Can you provide evidence of financial stability by submitting one of the following:  A copy of your annual accounts for the last three years |  |
|  | or  An up to date set of management information (including turnover, profit and loss account and cash flow) covering the period from the last set of audited accounts to date or from business start-up to date. |  |
| 2.2 | Has your organisation had any CCJs issued against it within the last three years? |  |
| 2.3 | Please indicate the size category of your organisation: |  |

**Section 3 Insurance**

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| **3** | **Insurance** | |
| 3.1 | Please confirm the insurances you hold, and the level of cover | |
|  | Employers Liability  (required): |  |
|  | Professional Indemnity  (required): |  |
|  | Other (please specify): |  |
| 3.2 | Would you be able to increase the level or type of insurance, if required, for this contract? |  |

**Section 4 Competencies**

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| **4** | **Competencies** | |
| 4.1 | Does your organisation have evidence of professional qualifications of its staff that it is prepared to submit for verification on request? |  |
| 4.2 | Does your organisation actively encourage CPD for staff and have an auditable record of staff development? |  |

**Section 5 Health and Safety**

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| **5** | **Health and Safety** | |
| 5.1 | Does your organisation have a written health and safety policy that demonstrates your compliance with Health and Safety legislation? |  |
| 5.2 | When were your Health and Safety procedures last audited and / or updated? |  |
| 5.3 | In the past five years has your organisation ever been prosecuted under Health and Safety legislation or been served prohibition or improvement notices by an enforcing authority, such as the Health and Safety Executive? |  |
| 5.4 | Do you have auditable systems in place to undertake and / or monitor risk assessments at employer locations? |  |
| 5.5 | Does your health and safety policy make reference to and arrangements for participants / learners? |  |
| 5.6 | Please name and state the position of the person who will have responsibility for the health and safety of participants / clients |  |

**Section 6 Equality and Diversity**

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| **6** | **Equality and Diversity** | |
| 6.1 | Do you collect and monitor equality and diversity data relating to your organisation and the services it provides, including that on ethnicity, gender and disability? |  |
| 6.2 | Where relevant, do you monitor participation and success rates of learners by ethnic origin, gender and disability? |  |
| 6.3 | Do you produce an action plan with targets based on the analysis of the equality data collected and review progress regularly? |  |
| 6.4 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? |  |
|  | If ‘Yes’ what steps did your organisation take as a result of that finding? |  |
| 6.5 | Do you undertake, in the delivery of services, to actively promote good practice in terms of ensuring equality and eliminating discrimination in all forms through, as a minimum: |  |
| a | The implementation of an organisational Equality and Diversity policy? |  |
| b | Providing relevant examples of the communication of instructions, relevant documents, recruitment advertisements or other literature with concern to the delivery of the contracted services when requested |  |
| c | Issuing appropriate messages about Equality and Diversity to participants / learners concerning recruitment onto provision and / or training progression? |  |
| 6.6 | Do you ensure that all staff in your organisation undertakes training so that they are aware of their responsibilities under your Equality and Diversity policy, and the Equality Act 2010 (and subsequent modifications or re-enactments)? |  |

**Section 7 Professional and Business Standing**

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| **7** | **Professional and Business standing** | |
| 7.1 | Has your organisation ever been removed from a contract prior to its intended close date for failure to meet minimum levels of performance or for any other reason?  If you answer ‘Yes’ please give a detailed explanation. |  |
| 7.2 | Do any of the following apply to your organisation, or to (any of) the director(s) / partner(s) / proprietor(s) or any other person with powers of representation: |  |
| i | A conviction (or convictions) for a criminal offence related to business or professional conduct? |  |
| ii | In a state of insolvency, voluntary administration, compulsory winding up, receivership, composition with creditors, company voluntary arrangements or subject to equivalent proceedings? |  |
| iii | Failure to fulfil obligations related to the payment of taxes? |  |
| iv | Failure to fulfil obligations related to the payment of social security contributions? |  |
| v | Legal or administrative finding of commission of an act of grave misconduct in the course of business? |  |
| vi | Failure to provide information required or providing inaccurate / misleading information when participating in a procurement exercise? |  |
| vii | Failure to obtain and maintain relevant licence or membership of an appropriate trading or professional organisation where required by law? |  |

**Section 8 Miscellaneous policies**

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| **8** | **Miscellaneous policies** | |
| 8.1 | Business Continuity  Do you have a Business Continuity Plan in place? If ‘Yes’ please summarise the key aspects of the plan, that will ensure your organisation would be able to deliver any contract awarded. |  |
| 8.2 | Confidentiality  Do you have a confidentiality policy in place? If ‘Yes’ please summarise key aspects of confidentiality that relate to learners / participants during contract delivery. |  |
| 8.3 | Data Protection  Do you have a Data Protection Policy in place? If ‘Yes’ please outline how you ensure learners / participants data is protected, and how they are made aware of what data you collect, store and how you dispose of data. |  |
| 8.4 | Environmental policy  Do you have an environmental policy in place? If ‘Yes’ please provide a summary of key aspects of the policy. |  |

**Section 9 Learning and development areas**

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| **9** | **Learning and development areas** | |
|  | Please indicate those areas that you may be interested in for delivery of learning approaches, and briefly describe your experience of delivering / providing learning solutions in those areas, and level of expertise: | |
|  | Advice principles and policy |  |
|  | Advice skills (generic) |  |
|  | Advice – welfare benefits |  |
|  | Advice – debt and money management |  |
|  | Advice – housing |  |
|  | Advice – employment |  |
|  | Advice – consumer |  |
|  | Advice – immigration |  |
|  | Advice – family |  |
|  | Advice – health |  |
|  | Advice – Law and court procedures |  |
|  | Advice supervision |  |
|  | Skills for non-advice roles (research and campaigning, financial capability, community engagement and wellbeing) |  |
|  | Advocacy |  |
|  | Marketing, publicity and promotion |  |
|  | Delivering or co-ordinating learning, development and training (for staff or volunteers) |  |
|  | Leadership and management (managing people, managing finances/resources, managing quality, managing services, managing self) |  |
|  | Governance and Trustees (Roles and responsibilities, Charity Law) |  |

Signed ………………………………………………………

Name (please print) ………………………………………..

Position in organisation ………………………………………………………..

Date: ……………………………………………….