

**Invitation to Tender for**

**Motiv8 Programme Evaluation**

**Contract reference NCP0003**

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1. **Background and Information Relating to the Contract**
   1. **Overview of New Charter Homes**

**Who is New Charter Homes?**

New Charter Homes is part of the Jigsaw Homes Group Ltd. The Group was formed on 3 April 2018 from the merger of New Charter Group and Adactus Housing Group to become one of the largest housing providers based in the North West of England.

With an annual turnover over of £194m and a workforce of around 1,450 people, Jigsaw Group provides more than 33,000 homes across the North West and East Midlands.

Group members include; New Charter Homes, Aksa Homes, Gedling Homes, Adactus Housing Association, Chorley Community Housing, Beech Housing Association, Threshold, New Charter Building Company, Palatine Contracts.

* 1. **Overview of the Contract**

Motiv8 is a 3 year programme funded by the National Lottery through the BIG Lottery Fund and European Union through the European Social Fund (2014-2020) as part of the Building Better Opportunities programme.

The programme commenced in Nov 2016, going live to participants in Jan 2017. The programme is currently due to end delivery in 31st Oct 2019.

Over 3 years Motiv8 will support nearly 4,000 people to overcome multiple complex needs and move them closer to the labour market.

Motiv8 is being delivered across Greater Manchester under the umbrella of Manchester Athena Limited, a strategic partnership of housing associations who share a goal of using innovation and enterprise to help transform people’s lives.

The scope of the proposed Contract is to provide a comprehensive independent analysis of the Motiv8 Programme that.

* + Demonstrates the programmes impact in moving people with multiple and complex needs in Greater Manchester closer to the labour market.
  + Acts as an evidence base to prove to the programme funders how the funding has been used to ‘Make a Difference’ in the situations, circumstances and behaviours of people and communities across the Greater Manchester City region and how the programme has realised its aims and objectives.
  + Provides an evidence base to inform future policy and practice that can be used to inform stakeholders, partners, and funders and support the commissioning of similar future contracts and services.

Full details can be found in the Specification as set out in Appendix 1.

* 1. **Purpose of the Invitation to Tender**

This ITT provides the details of a competition being conducted by New Charter Homes to select a Successful Bidder for the Contract.

* 1. **Contact information**

All communication in respect of the bid process shall be addressed to:

Mr Lawrence Milner

Motiv8

Commercial Services

New Charter Homes

Cavendish 249

Cavendish Street

Ashton-under-Lyne

OL6 7AT

[Lawrence.Milner@jigsawhomes.org.uk](mailto:Lawrence.Milner@jigsawhomes.org.uk)

* 1. **Duration of the Contract**

It is envisaged that the Contract with the Successful Bidder will last for an initial period of 18 months, with an option to extend for up to 6 months.

* 1. **Specification**

Section 1.2 contains a broad overview of the Services to be provided by the Successful Bidder under the Contract. Full details of the Services to be provided under the Contract are contained in the Specification set out at Appendix 1 of this ITT. The Successful Bidder will be required to comply with the Specification in providing the Services.

* 1. **Pricing**

As part of their bid submission Bidders must complete and return the Pricing Document set out at Appendix 2 of this ITT. The completed Pricing Document will be taken into account by New Charter Homes in evaluating Bidders’ bids.

If a Bidder is successful in its bid for the Contract, then the Pricing Document it submitted as part of its bid will be referenced in the Contract it enters into with New Charter Homes and will be used in calculating the amount payable to the Successful Bidder under the Contract.

* 1. **Conditions of Contract**

The Conditions of Contract that New Charter Homes proposes to enter into with the Successful Bidder is set out at Appendix 6 of this ITT.

* 1. **Not Applicable**

1. **Important Notices for Bidders**

This Invitation to Tender (“ITT”) is being made available to all interested Bidders. This ITT is made available on condition that it is to be used in connection with bidding for the Contract and no other purpose whatsoever.

* 1. **Confidentiality**

Subject to the exceptions referred to below, the information in this ITT is made available by New Charter Homes on condition that Bidders shall:

* + 1. at all times treat such information as confidential;
    2. not disclose, copy, reproduce, distribute or pass the information to any other third person or allow any of these things to happen; and
    3. not use the information for any purpose other than for the purpose of making (or deciding whether to make) a bid for the Contract.

Notwithstanding the conditions referred to in paragraphs 2.1.1 to 2.1.3 above, Bidders may disclose, distribute or pass information to another person if:

* + 1. done for the sole purpose of enabling a bid to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this ITT; or
    2. New Charter Homes gives its prior written consent in relation to such disclosure, distribution or passing of information.

New Charter Homes may disclose any information relating to the bids to its directors, officers, employees, agents or advisers. New Charter Homes also reserves the right to disseminate information that is materially relevant to the Contract to all Bidders, even if the information has only been requested by one Bidder. New Charter Homes will act reasonably as regards the protection of commercially sensitive information relating to the Bidder.

* 1. **Accuracy of information**

The information contained in this ITT has been prepared by New Charter Homes in good faith but does not purport to be comprehensive or to have been independently verified. New Charter Homes does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with New Charter Homes should make their own enquiries and investigations of New Charter Homes' requirements. The subject matter of this ITT shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this ITT is, or should be relied upon as a promise or representation as to the future and New Charter Homes does not undertake to provide Bidders with access to any additional information or to update the information in this ITT or to correct any inaccuracies that may become apparent. New Charter Homes reserves the right, without prior notice, to change the procedures outlined in this ITT or to terminate discussions and the delivery of information at any time before entering into the Contract.

* 1. **Anti-collusion**

Any Bidder who, in connection with the competition for the selection of Bidders for the Contract:

* + 1. fixes or adjusts its bid by or in accordance with any agreement or arrangement with any other Bidder;
    2. enters into any agreement or arrangement with any other Bidder to refrain from making a bid or to alter, in any way the content of any bid to be submitted;
    3. causes or induces any person to enter into any such agreement as referred to in paragraph 2.3.1 or 2.3.2 above or to inform any other Bidder of the content of any other bid for the Contract;
    4. offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any persons for doing or having done or causing or having caused to be done any act or omission in relation to any other bid or proposed bid for the Contract; or
    5. communicates to any person (outside its consortium, its professional and financial advisers other than New Charter Homes or any person duly appointed by New Charter Homes) the content of its proposed bid,

will be disqualified (without prejudice to any other civil remedies available to New Charter Homes and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Anti-Collusion Certificate set out at Appendix 4.

* 1. **Non-canvassing**

Any Bidder who, in connection with its bid for the Contract

* + 1. offers an inducement, fee or award to any representative of New Charter Homes or any person acting as an adviser to New Charter Homes in connection with the selection of Bidders for the Contract; or
    2. does anything which would constitute a breach of the Bribery Act 2010,

will be disqualified (without prejudice to any other civil remedies available to New Charter Homes and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Non-Canvassing Certificate set out at Appendix 5.

* 1. **Copyright**

The copyright in this ITT is vested in New Charter Homes and may not be reproduced, copied or stored in any medium without the prior written consent of New Charter Homes. This ITT and any document issued to Bidders supplemental to it shall remain the property of New Charter Homes and shall be returned upon demand.

* 1. **Confidentiality**

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or after conclusion of the Contract, any publicity activity with any section of the media in relation to the Contract other than with the prior written consent of New Charter Homes (in relation to the form and content of the proposed publicity).

* 1. **New Charter Homes’ right to reject bids**

Notwithstanding anything else stated in this ITT, the issue of this ITT in no way commits New Charter Homes to enter into the Contract or any other agreement whatsoever. New Charter Homes is not bound to accept any bid and reserves the right to accept any bid either in whole or in part.

Subject to the requirements of the Public Contracts Regulations 2015, New Charter Homes reserves the right to reject any or all of the responses received and discontinue the bidding process and/or reject any incomplete or incorrectly completed responses.

Bids will be checked initially for compliance with the requirements of this ITT and for completeness. Clarification may be sought from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with the requirements of this ITT may be rejected.

* 1. **Time**

New Charter Homes reserves the right, in its absolute discretion to amend the timetable or extend any time period in this ITT.

* 1. **Bid costs and loss of profits**

Bidders shall bear their own costs and in no circumstances whatsoever shall New Charter Homes become liable for any bidding costs, nor shall New Charter Homes be liable for any loss of profits, loss of Contracts or other costs or losses suffered or incurred by a Bidder as a result of that Bidder not being awarded one or more Contracts pursuant to this procurement process. New Charter Homes shall similarly not be liable in the event that the procurement process is cancelled, whatever the reason.

1. **General Matters**
   1. **General approach**

Although this ITT is not subject to the Public Contracts Regulations 2015, Bidders are reminded that New Charter Homes will conduct the process in accordance with the key EU principles of transparency, non-discrimination and equal treatment.

* 1. **Enquiries and communication**

During the ITT stage Bidders may submit questions and requests for Clarification or further information. Bidders should note the following procedure for obtaining further information or Clarification on matters arising during the ITT stage:

* + 1. Bidders shall address their questions and requests for Clarification or further information to the contact point set out at Section 1.4 above;
    2. on receipt of a request for Clarification or further information, New Charter Homes may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which New Charter Homes has access, but New Charter Homes shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information (and absence of a response from New Charter Homes shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified);
    3. Except as stated below, all questions and requests for Clarification or further information and the corresponding responses, will be circulated by New Charter Homes to all Bidders;
    4. When submitting a question or request for Clarification or further information, Bidders should indicate whether or not they believe the question or request for Clarification or further information is commercially confidential to them and should not therefore be shared with other Bidders. Any such question or request for Clarification or further information should be marked ***‘Confidential – not to be circulated to other Bidders*’;**
    5. If New Charter Homes considers that, in the interests of open and fair competition, it is unable to respond to the question or request for Clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter request that either the query be withdrawn or treated as not confidential;
    6. All questions or requests for Clarification or further information must be submitted by **12:00 hours on Friday 27th April 2018**, at the latest. Requests/questions received after this time will not be responded to by New Charter Homes.
  1. **Amendments to the ITT**

New Charter Homes reserves the right to issue amendments or modifications to this ITT during the ITT stage. These will be issued to all Bidders simultaneously and bids will be assumed to take account of any such modifications and amendments.

* 1. **Not applicable**
  2. **Procedure for the submission of bids**

Bidders shall submit one (1) bound hard copy and one (1) electronic copy bid by no later than **12:00 hours on Friday 4th May 2018**, to the following name and address:

Laura Douthwaite

New Charter Homes

Cavendish 249

Cavendish Street

Ashton-under-Lyne

OL6 7AT

The Tender submission shall not bear any indication of the Tenderer by way of postal franking or otherwise.

The top left-hand corner of the Tender return shall state the following:

‘Tender Return Ref: NCP0003’

Hard copy ITTs shall be bound in numerical order.

Electronic storage formats shall be USB flash drive. Electronic ITT documents shall be submitted in the published format only, and Bidders must not change the format of the ITT documents.

Please provide your response to this ITT by completing the required documents. Please do not provide separate or different types or formats of documents unless specifically requested to do so.

Please note that the designated limits on length of responses set out in the ITT must be strictly adhered to. Any question response exceeding the designated limit will be disregarded beyond that limit. Unless specifically requested to do so, please do not include or upload any standard marketing or promotional material within your answer as this will be disregarded.

Supporting information (appendices, attachments etc.) should be presented in the same order as, and should be referenced to, the relevant question.

Late Tender submissions will not be accepted.

Bidders are strongly recommended not to leave their ITT submission to the last minute. New Charter Homes will not be held liable for failures to submit an ITT on time due to technical issues reported less than 24 hours before the submission deadline.

* 1. **Bidder Interviews**

Once the deadline for bid submission has passed, the Pricing Document (Appendix 2) and Written Return (Appendix 7) shall be evaluated. Bidders may be contacted regarding any points of clarification during this process.

Following the evaluation of the Pricing Document (Appendix 2) and Written Return (Appendix 7), the highest 5 scoring Bidders will be invited to Interview at New Charter Homes’ offices to further explain their proposals for carrying out the Contract they are bidding for.

The provisional dates for these Interviews are shown in Section 3.7 of this ITT, though the dates, times and venues of the Interviews will be confirmed with Bidders under separate cover.

The maximum percentage or “weighting” New Charter will give to the Interview is set out at Section 5.4 of this ITT.

Note that New Charter reserves the right not to invite a Bidder to participate in the Interview stage of the procurement process if the Bidder’s combined score for the Pricing Document as set out at Appendix 2 and Written Return as set out at Appendix 7 is such that they will not be able to win the Contract even if they were to get maximum marks for the Interview.

* 1. **Procurement timetable**

The indicative timetable for the procurement process is as set out below:

|  |  |
| --- | --- |
| **Stage** | **Date** |
| ITT made available to Bidders | Monday 9th April 2018 |
| Deadline for requests for Clarification | 12:00 hours on Friday 27th April 2018 |
| Deadline for submission of bids | 12:00 hours on Friday 4th May 2018 |
| Bidder Interviews | Week Commencing  Monday 21st May 2018 |
| Completion of evaluation of and notification of result | Week Commencing  Monday 28th May 2018 |
| Contract commencement/inception meeting | Week Commencing  Monday 18th June 2018 |

New Charter Homes reserves the right to amend the above timetable.

1. **Bid Return Requirements**
   1. **General**

This Section provides Bidders with details of the form and content of bids that are invited and sets out the procedural requirements with which Bidders must comply when submitting a bid in order for their bid to be considered by New Charter Homes. The process is intended to:

* + assist New Charter Homes in choosing the most economically advantageous bid;
  + make clear the requirements with which Bidders must comply and the basis on which the bids will be evaluated; and
  + maintain competition throughout.

If a Bidder does not comply with the requirements as set out at this Section 4, New Charter Homes may (in its sole discretion) disqualify the Bidder from the competition.

The bid and any supporting documentation should be appropriately cross-referenced to this ITT. Bids should be as clear and concise as possible, in order to enable New Charter Homes to evaluate bids in accordance with this ITT.

Bidders shall confine each response to the question being asked. New Charter Homes will only evaluate each response against the relevant question. Any Bidder response that is applicable to more than one question shall be repeated as necessary.

Any question response exceeding the designated limit will be disregarded beyond that limit.

All bids shall be submitted in English. Bidders are reminded that Variant Bids will not be accepted.

All pricing should be **exclusive** of Value Added Tax (VAT).

* 1. **Content of bids**

All bids must consist of the following items/documents:

* Confirmation of acceptance of the Specification as set out at Appendix 1 and the Conditions of Contract as set out at Appendix 6, signed by the authorised signatory submitting the bid on behalf of the Bidder;
* The completed Pricing Document set out in Appendix 2;
* A copy of the Form of Tender as set out at Appendix 3 signed by the authorised signatory submitting the bid on behalf of the Bidder;
* A completed Anti-Collusion Certificate as set out at Appendix 4, signed by the authorised signatory submitting the bid on behalf of the Bidder;
* A completed Non-Canvassing Certificate as set out at Appendix 5, signed by the authorised signatory submitting the bid on behalf of the Bidder;
* A comprehensive Written Return as set out in Appendix 7, specifying how the Bidder will carry out the Services to be provided under the Contract;
* An Anti-Slavery and Human Trafficking Statement setting out how the Bidder has taken steps to ensure that slavery and human trafficking is not taking place in any part of the business or supply chains. The Successful Bidder will be required to provide an updated statement annually.

1. **Evaluation of Bids**
   1. **Introduction**

The purpose of this Section is to provide information to Bidders on the evaluation process for bid submissions and the criteria that will be used to select the Successful Bidder.

* 1. **Evaluation for compliance**

Bids will be checked initially for compliance with this ITT and for completeness. Bids that are not substantially complete and/or compliant with this ITT may be rejected. During the evaluation period, New Charter Homes reserves the right to call for further information from the Bidders to assist it in its consideration of their bids.

* 1. **Not applicable**
  2. **Evaluation criteria**

Bids for the Contract for will be evaluated on the basis of the criteria set out below to determine the most economically advantageous tender (MEAT).

New Charter Homes has allocated a maximum score for each element as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Criteria** | **Weighting** | | **Total** |
| **Written Return\*** | **Interview\*\*\*** |
| **Quality** | **Service Delivery** | **40%** | **20%** | **60%** |
| **Data Protection and Information Security** | **Pass/Fail** | **0%** | **Pass/Fail** |
| **Price** | **Pricing Document\*\*** |  |  | **40%** |
| **Overall Weighting** | | | | **100%** |

\* Bidders should refer to Appendix 7 of this ITT for further details of the % weighting that will be given to each individual element of the Written Return in the evaluation.

\*\* Bidders should refer to Appendix 2 of this ITT for an explanation as to how the Pricing Document will be evaluated.

\*\*\* Further details of the criteria against which the Interview will be assessed will be provided to Bidders in advance of the Interview.

1. **Glossary of Terms**

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| Bidder | The organisation(s) formally invited to submit a tender |
| Clarification | A request from a Bidder for further information regarding the content of the tender documents |
| Contract | The formally agreed document that is created between New Charter Homes and the Successful Bidder |
| Evaluation Criteria | The list of key criteria that is used to assess a Bidder’s tender |
| ITT | The Invitation to Tender document issued to Bidders |
| MEAT | The most economically advantageous tender (where the quality and price are evaluated) |
| Pricing Document | The schedule containing the Bidder’s tender pricing proposal |
| Regulations | The Public Contracts Regulations 2015 that governs the award of public contracts in the UK. |
| Scoring Methodology | The basis on which bids are to be scored against the [Evaluation Criteria](http://www.procurementportal.com/glossary/#Award criteria). |
| Specification | The technical statement of what is to be provided under the scope of the Contract |
| SQ | The Selection Questionnaire document issued to organisations that express an interest in the tender |
| Successful Bidder | The organisation formally appointed as the Contractor |
| TUPE | The Transfer of Undertakings (Protection of Employment) Regulations 2014 |
| Variant Bid | A bid which is different from that specifically requested by the [Contracting Authority](http://www.procurementportal.com/glossary/#Contracting authority) in the tender documents |

**Appendix 1** **– Specification**

**1. Motiv8 Introduction and Context**

Motiv8 supports those people and communities in Greater Manchester identified as being furthest away from employment. The programme integrates universal and targeted services to deliver a holistic, personalised offer of support, grounded in the identified needs of individuals referred to the programme.

Motiv8 is a 3-year £9.7 million programme funded by the National Lottery through the BIG Lottery Fund and European Union through the European Social Fund (2014-2020) as part of the Building Better Opportunities programme.

The programme commenced in Nov 2016, going live to participants in Jan 2017. The programme is currently due to end delivery in 31st Oct 2019.

Over 3 years Motiv8 will support nearly 4,000 people to overcome multiple complex needs and move them closer to the labour market.

The programme supports people living in Greater Manchester who are: unemployed or economically inactive; over 25; and/or, not accessing mainstream support or welfare benefits.

Motiv8 participants are those that a review of the literature suggests are at greatest risk of social exclusion, health inequalities and day-to-day poverty:

* People with disabilities and/or health conditions (including learning disabilities, mental/physical health challenges, drug and alcohol dependencies);
* Women who are vulnerable to abuse and/or exploitation (for example, women who have experienced domestic abuse, who are gang members or who are at risk of being homeless);
* People from minority ethnic and migrant communities;
* Adults in groups which are under-represented in the labour market (for example; homeless people, ex-offenders and lesbian, gay, bisexual and transgender people);
* People aged over 50; and,
* People operating in the informal economy.

Motiv8 Key Workers support participants to resolve obstacles to employability arising out of their personal situations, circumstances and behaviours: helping to build resilience, self-esteem and self-confidence in working towards employability and successful employment outcomes.

1. **Scope of Contract**

New Charter Homes is commissioning a suitably qualified provider to complete an external evaluation of the Motiv8 programme.

**Outcomes and Aims**

The anticipated outcomes of the evaluation are:

* A comprehensive independent analysis of Motiv8 that demonstrates the programmes impact in moving people with multiple and complex needs in Greater Manchester closer to the labour market;
* An evidence base to prove to the programme funders how the funding has been used to ‘Make a Difference’ in the situations, circumstances and behaviours of people and communities across the Greater Manchester City region and how the programme has realised its aims and objectives;
* An evidence base to inform future policy and practice that can be used to inform stakeholders, partners, and funders and support the commissioning of similar future contracts and services.

The key aims of the evaluation are to:

* Measure and make sense of the participants “distance travelled” - the quantitative and qualitative change in the situations, circumstances and behaviours of participants from the point of referral to a point of programme exit - which is reasonably attributable to interventions by Motiv8;
* To make sense of the “distance travelled” differentiated according to different participant segmentations e.g. demographics, spatial etc;
* Measure performance against contracted outputs, outcomes and results and establish how successful the programme has targeted the hardest to reach communities of Greater Manchester;
* Capture, analyse and report perception of service users about the impact of interventions by Motiv8 with them and their situations, circumstances and behaviours;
* Identify the critical success factors and/or limitations of the delivery model and make recommendations for in-programme changes;
* Understand the benefits and limitations of the programme partnership;
* Contribute to the evidence base on delivery practice and lessons learnt for the design of effective programmes;
* Understand how the programme has been implemented within the local context and any additional impact(s) at the community level;
* To capture, analyse and report perceptions of the span of resource holders, decision makers and stakeholders about the impact of interventions by Motiv8 on the situations, circumstances and behaviours of people and communities in the Greater Manchester City Region;
* To surface learning about – and the policy and practice implications of - ‘What Works’ in supporting people and communities in Greater Manchester identified as being furthest away from sustainable employment in making progress towards employability and sustainable jobs;
* To situate/locate such learning against the emerging, dynamic context provided by the Manchester Devolution and a movement towards progressive local economies;
* Measure the programme’s Value for Money through external analysis, review and refinement of an internally produced Cost Benefit Analysis.
* Identify and quantify any extractable cost savings that the programme’s delivery has had to the public sector purse.

**Manchester Athena**

New Charter Homes are the accountable body for the Motiv8 Programme. Motiv8 is delivered under the umbrella of Manchester Athena Ltd; a constituted alliance of some of the largest social landlords in Greater Manchester. In August 2016, Manchester Athena was awarded the Building Better Opportunities (BBO) contract for the City and, is the ‘ethical prime’ for Motiv8.

**Scale and Scope**

Building Better Opportunities (BBO) is a £9.7 million, 3 year contract, funded by the National Lottery, through the Big Lottery and the European Union, through European Social Fund (2014-2020). Motiv8 is the ‘brand’ developed as a basis for the delivery of the BBO programme across the Greater Manchester City Region - the 10 local authority areas that collectively make up the Greater Manchester Combined Authority: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport Trafford, Tameside and Wigan.

Delivery of the Motiv8 programme is organised around five main delivery sites – each of which is based with an affiliate of Manchester Athena. Each delivery hub receives provides services for people in particular local authority areas. The programme will assist 3990 people aged over 25 who are unemployed and economically inactive who are motivated and wanting to progress towards employment but are experiencing a range of issues and are not currently in contact with mainstream services or support.

Value is added to the Motiv8 programme by specialist providers from a number of community and voluntary sector partners. These include Shelter, Wai Yin Society, LGBT Foundation, Migrants Supporting Migrants, Challenge for Change, and Home Start Oldham Stockport Tameside, Home Start Trafford and Salford and One Manchester.

Further details on the Motiv8 programme can be found [**here**](https://motiv8mcr.org/)

**Motiv8 Programme Results and Outcomes**

|  |  |
| --- | --- |
| **Result** | **% of Participants to achieve** |
| Number who move into education or training on leaving | 15% |
| Number unemployed who move into employment including self-employment on leaving | 7.5% |
| Number economically inactive who move into employment including self-employment on leaving | 7.5% |
| Number economically inactive that move into job search on leaving | 30% |

|  |  |  |
| --- | --- | --- |
| **Programme outcome** | **Indicator of change** | **Timescale** |
| Unemployed people will have improved health and wellbeing leading to better employability | 80% participants identified and receive a comprehensive ‘health and wellbeing needs assessment’  60% of participants express a desire for change and increase their interest in education training or employment  45% of participants demonstrate improved motivation and aspirations by taking up further training opportunities | By the end of year one  By the end of year two  By the end of year three |
| Unemployed people will have improved financial and employability skills making them more confident to access work | 25% of participants are regularly attending pre- employment support  80% of participants are successfully identifying and addressing their barriers to employment  30% of participants are accessing employability programmes | By the end of year one  By the end of year two  By the end of year three |
| Unemployed people will gain self- confidence and improved self-esteem leading to stronger family relationships | 50% of participants are regularly attending support to help in these areas  25% participants access at least one new family service  70% of participants are experiencing improved social interaction and support | By the end of year one  By the end of year two  By the end of year three |

1. **Approach**

Interested parties should demonstrate how their proposed approach would fulfil the aims of New Charter Homes in commissioning this independent evaluation of Motiv8:

This means the approach proposed by interested parties is expected to embody a multi-method/ pluralistic evaluation methodology, which incorporates a contextually relevant variety of quantitative and qualitative techniques in capturing and analysing data and information.

Within the approach is an expectation that the successful provider will:

* Engage with a number of people and groups considered to be relevant to the evaluation including:
  + Senior Managers of 5 x Delivery hub partners;
  + Representatives from 8 x Specialise delivery partner;
  + Chair of Manchester Athena Ltd Board;
  + Representative(s) of the Manchester Growth Company;
  + Representatives from 10 x Local Authorities in the City Region;
  + Other relevant stakeholders (e.g. providers of health services; Job Centre Plus and Offender Management Services – Probation Service North-West; and Cheshire and Greater Manchester Community Rehabilitation Company);
  + Representatives of the Greater Manchester Combined Authorities Public Sector Reform Team.
* Use data captured from Motiv8 service users through their Participants’ Needs Assessments (which are repeated as a minimum at programme entry and exit) in additional to quantitative data collection and in-depth qualitative methods. You are encouraged to state which methods or approaches will be most effective to achieve the aims of the evaluation which may include:
  + Depth interviews;
  + Group workshops, interactive sessions;
  + Observations of interventions;
  + Surveys;
  + Analysis of core data (collected and collated by programme staff);
  + Analysis of management information data (collected and collated by programme staff);
  + Detailed case studies tracking participant’s journeys through the programme;
  + Longitudinal tracking of participants throughout and beyond programme involvement.
* Collaborate with colleagues within New Charter Homes (including the Business Impact and Innovation Lead) who are involved in on-going internal evaluations of the Motiv8 programme. This existing analysis (draft summary below) provides the appointed provider with a sound starting point on which to build giving an oversight of “distant travelled” and value measured through Cost Benefit Analysis techniques. It is envisaged that this internal analysis will be refined (under the stewardship of the appointed provider) and repeated at the end of Year 2 and Year 3) and feed into the external evaluation.



1. **Expectations**

It is expected that the Successful Bidder will:

* Work closely with the Motiv8 Programme Management Team and Project Board;
* Work closely with the programmes’ delivery partners and specialist delivery partners;
* Work flexibly and collaboratively with New Charter Homes;
* Attend key meetings and events throughout the programme to form relationships with partners and disseminate learning;
* The supplier will have a proven commitment to sustainable development and equality in line with the programme’s Sustainable Development Plan and Equality Plan;
* Comply with the requirements of the programme funders (e.g. branding).
* Contribute to the programme’s Sustainable Development Policy and Implementation Plan (drafts below).



1. **Data Protection**

The Successful Bidder will be required to adhere to agreed Data Protection and Data Security requirements on the handling, storage and processing of sensitive data.

1. **Copyright and Intellectual Property Outputs**

Copyright in the final report will be vested in New Charter Homes and a declaration to this effect will be required on award of contract. A confidentiality agreement will also be required on award of contract, which will specify that:

* Authors will be deemed to have asserted Moral Right pursuant to the Copyright, Designs and Patents Act 1988
* Authors may use, on final sign-off of the report, New Charter Homes as a reference for further work.
* Authors will be expected to obtain and provide copies of licenses, copyright releases or other permissions needed for any images used within the report.

1. **Outputs**

Outputs required of parties interested in carrying out the evaluation are:

* An interim evaluation report about the impact of Motiv8 based on findings to date to be completed by the end of Year 2 of delivery by 28th Feb 19 providing interim findings and recommendations from research to date;
* The report will include an executive summary suitable for wider discussion with stakeholders and future commissioners;
* A final comprehensive end of programme evaluation report providing a detailed overview of the programme, approach and impact, learning and recommendation for completion 30th Nov 2019 detailing the impact realised by Motiv8;
* The report will include an executive summary version suitable for wider discussion with stakeholders and future commissioners;
* Printed and bound copies of the interim and final reports (x 2);
* Attendance and presentation at Project Board Meetings (up to 5 meetings) of updates and presentations of the formative and summary evaluation reports. Attendance at each meeting expected to be 1 hour;
* Attendance and presentation at Manchester Athena Board (x2 meetings) and GM Skills and Employment Leads (x2) of summary reports within Greater Manchester. Attendance at each meeting anticipated to be between 1 – 1.5 hours;
* Potential attendance and involved at learning and information sharing events co-ordinated by BIG Lottery Fund and or DWP (x up to 2 meetings). Such events are subject to any requirement of the BIG Lottery Fund and or DWP and are not confirmed at this stage. Such events, if organised are likely to be located within England and require full day attendance and travel;
* Attendance and active involvement and participation in not more than 3 events to publicise/present findings from Motiv8/ Building Better Opportunities in Greater Manchester;
* Attend bi monthly review meetings (in person) approx. 1 – 1.5hrs each at New Charter Homes Offices in Ashton under Lyne and alternative monthly telephone catch up meeting during interim months throughout the lifetime of the contract;
* Provide brief (expected 2 – 4 sides) progress reports on an electronic (MS Word) format quarterly basis providing an update of actions taken, any key findings, challenges, recommendations and next steps etc;
* A minimum of 13 Case Study Reports (to include each partner) suitable for external use and produced throughout the evaluation implementation.

1. **Information Security Minimum Standards**

* The Service Provider shall use reputable anti-virus/anti-malware software on all devices connecting to the Company network or processing Company data;
* The Service Provider shall use supported operating systems (OS) on all devices connecting to the Company network or processing Company data;
* The Service Provider shall apply security patches on endpoints within 7 days of being released for endpoint devices and within 7 days (critical patching) and 90 days (everything else) for servers and applications (if applicable);
* The Service Provider shall back up all data related to the Contract at least daily;
* The Service Provider shall use credentials and group management to control access to their systems and applications;
* Password complexity must be enforced. The Company recommends at least 8 characters (including at least one uppercase, one lowercase and a symbol) where possible;
* Two-factor authentication shall be enabled where possible;
* The Service Provider shall comply with all necessary security, privacy and legal standards relating to their area of work;
* The Service Provider shall comply with Company Information Security, Data Protection and Information Governance policies where applicable;
* The Service Provider shall have controls in place to securely store Company data (physical and logical), where applicable;
* The Service Provider shall have controls in place to dispose of Company data and certify secure destruction, where applicable, including but not limited to servers, desktops, laptops, removable media (USB sticks/CD-ROMs etc.) and paper based records;
* The Service Provider shall have systems in place to ensure the rapid detection, isolation and removal of malicious code or prevention of unauthorised access to their systems;
* The Service Provider shall have controls in place to ensure continuity of service in line with the contractual agreements and business requirements. These controls must be tested at least annually and a report confirming this shall be supplied to the Company;
* The Service Provider shall be certified to ISO/IEC 270001 standard (Information Security standard);
* The Service Provider shall encrypt all emails using a minimum 256bit encryption standard.

**Appendix 2 – Pricing Document**

**Notes for Bidders**

Bidders are required to complete this Pricing Document.

All pricing should be **inclusive** of Value Added Tax (VAT).

**Pricing Evaluation Methodology**

As stated in Section 5 (Evaluation of Bids) of this ITT document, pricing will count for 40% of the total marks available for Contract.

The Bidder that submits the lowest Total Contract Sum will receive the maximum score of 40%. The other Bidders’ Total Contract Sums will be scored based on the following formula:

|  |  |  |
| --- | --- | --- |
| Lowest Total Contract Sum | X | 40 |
| Bidder’s Total Contract Sum |

For the purposes of the evaluation, the Bidder’s Total Contract Sum shall be as calculated in the Schedule of Rates.

New Charter Homes reserves the right to ask Bidders to clarify elements of their Pricing submission as necessary to ensure that New Charter Homes is able to evaluate the pricing submissions on a like for like basis.

**Pricing Preambles**

1. The Pricing Document contains the Bidder’s rates.
2. The descriptions in the Pricing Document shall not be regarded as an exhaustive statement of everything included in the Contract; refer to the Specification for the full Contract requirements. The rates in the Pricing Document shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Services.
3. The rates in the Pricing Document shall include for the whole of the Bidder’s obligations under the Contract whether expressly stated or reasonably implied. No additional request for payment will be permitted unless authorised in writing by New Charter Homes.
4. All rates quoted are to be fixed for the duration of the Contract.
5. Where quantities are stated in the Pricing Document the Bidder should note that they may vary and there is no guarantee of quantity. The rates quoted in the Pricing Document shall apply regardless of the actual quantity of Services subsequently ordered.
6. The rates shall be sufficient to provide the Services in the Specification in isolation from any other requirement and in any quantity.
7. No quantity or continuity of work is guaranteed to the Bidder and this should be taken into account when completing the Pricing Document. Unless expressly stated to the contrary, any quantities given in the Pricing Document are indicative only.
8. Payment shall be made in accordance with the Pricing Document and the procedures described in the Conditions of Contract attached at Appendix 6.
9. The Bidder shall include all mileage costs and subsistence costs within the submitted rates.
10. The Bidder shall include all costs for the production of any documentation and the attendance of any meetings required by New Charter Homes under the Contract within the submitted rates.

**Schedule of Rates**

Bidders shall insert the proposed Schedule of Rates here. The Schedule of Rates shall include:

* Each of the outputs as set out in Section 6 of the Specification;
* The proposed timescale for each output;
* The proposed resource allocated to each output;
* The qualifications and experience of each allocated resource;
* The proposed hourly/day rate for each allocated resource.

Bidders shall note that the £50,000 lowest/actual value stated on Contracts Finder is a notional value and is not an indication of the lowest/actual expected value. Bidders shall base their Total Contract Sum on their proposed methodology and resources required to deliver the requirements of the Specification independently of the £50,000 lowest/actual value stated on Contracts Finder.

**Appendix** **3 – Form of Tender**

To: New Charter Homes (**“New Charter Homes”**)

Re: Motiv8 Programme Evaluation (the **“Contract”**)

Dear Sirs

1. Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we confirm our tender for the Contract.
2. We enclose our tender and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.
3. We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract and at no greater rates or prices than the rates or prices stated in the Pricing Document.
4. We confirm that we are fully conversant with all the Invitation to Tender documentation and that this tender is submitted strictly in accordance with the Invitation to Tender.
5. We agree that this tender shall remain open to be accepted or not by New Charter Homes and shall not be withdrawn for a period of twelve (12) months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with New Charter Homes.
6. We undertake to execute the Contract for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.
7. We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.
8. We certify that the details of this tender and the Invitation to Tender documentation have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.
9. We acknowledge that New Charter Homes is not bound to accept the lowest or any tender it may receive and reserve the right at its absolute discretion to accept or not to accept any tender submitted.
10. We certify that we have full power and authority to enter into the Contract and to carry out the Services, and that this is a bona fide tender.
11. We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

**Total Price for this Tender**

£

in words

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of:

(name of Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix** **4 – Anti-Collusion Certificate**

To: New Charter Homes (**“New Charter Homes”**)

Re: Motiv8 Programme Evaluation (the **“Contract”**)

The essence of the public procurement process is that New Charter Homes shall receive *bona fide* competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a *bona fide* bid, intended to be competitive, and that we have not fixed or adjusted the bid by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither have any of our employees, contractors, advisers, agents, officers or subcontractors:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the content of the bid, except where the disclosure was necessary for the preparation of the bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) and (2) above; or
4. Committed any offence under the Bribery Act 2010, Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. Offered or agreed to pay or give any sum of money, inducement 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 bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in paragraph (1) above in connection with the Contract; or
7. Contacted any officer of New Charter Homes about any aspect of the Contract except in a manner permitted by the Invitation to Tender.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs (1) to (7) above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and New Charter Homes.

In this certificate

The word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of:

(name of Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix** **5 – Non-Canvassing Certificate**

To: New Charter Homes (**“New Charter Homes”**)

Re: Motiv8 Programme Evaluation (the **“Contract”**)

**Non-Canvassing Certificate**

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of New Charter Homes in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of New Charter Homes in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of:

(name of Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix** **6 – Conditions of Contract**

****

I/we confirm unconditional acceptance of the Conditions of Contract as set out above and the Specification as set out at Appendix 1.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of:

(name of Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 7 – Written Return**

The Written Return is separated into a number of Sections and questions to provide Bidders with clarity on the overall requirements of New Charter Homes in relation to the quality measures used to evaluate all bids.

Each Section is linked to the Evaluation Criteria detailed in Section 5 (Evaluation of Bids) of this ITT document. The Section weightings are shown in each Section heading

Each question shall be scored on a scale of 0 to 10 by reference to the following scoring guide:

|  |  |
| --- | --- |
| **Score** | **Description** |
| 9-10 | Exceptional. Demonstrates strengths, no errors, weaknesses or omissions and exceeds expectations in some or all respects |
| 7-8 | Good. The standard of response fully meets expectations. |
| 5-6 | Satisfactory. The response is acceptable but with some minor reservations. |
| 3-4 | Poor. The response is deficient in certain areas where the details of relevant response require the reviewer to make certain assumptions. |
| 1-2 | Very Poor. The response is deficient in the majority of areas where the details of relevant response require the reviewer to make frequent assumptions. |
| 0 | Rejected. Response is unacceptable or non-existent, or there is a failure to properly address any issue. |

Bidders shall note that there is a 6,000 word limit for each Written Return response.

Bidders may also attach examples of relevant CVs, reports or case studies to support the tender submission, which do not count towards the overall word count.

**Section 0 - General Information (Information Only\*)**

|  |  |  |
| --- | --- | --- |
| **0.1** | **Bidder company name** | Insert details |
| **0.2** | **Registered address** | Insert details |
| **0.3** | **Trading name (if different from 0.1)** | Insert details |
| **0.4** | **Trading address (if different from 0.2)** | Insert details |
| **0.5** | **Name of person completing the ITT** | Insert details |
| **0.6** | **Telephone number** | Insert details |
| **0.7** | **E-mail address** | Insert details |
| **0.8** | **Company status (e.g. Ltd, Plc, sole trader etc.)** | Insert details |
| **0.9** | **VAT registration number** | Insert details |
| **0.10** | **Company registration number** | Insert details |
| **0.11** | **Date of incorporation** | Insert details |
| **0.12** | **Please attach a latest copy of the Bidder’s last 3 years’ audited accounts.** | |
| Accounts enclosed – Yes/No  Insert appendix reference number | |
| **0.13** | **Please provide evidence of the following levels of insurance cover:**   * Employer’s liability – £10 million * Public liability – £5 million * Professional indemnity – £2 million | |
| Insurance evidence enclosed **–** Yes/No  Insert appendix reference number | |
| **0.14** | **Please provide details of any relevant industry accreditations held by the Bidder. Please also provide details of any relevant professional qualifications held by Bidder staff.** | |
| Insert accreditation details  Certificate(s) enclosed/ Certificate(s) not enclosed  Insert appendix reference number(s) | |
| **0.15** | **Please provide a copy of the Bidder’s Business Continuity and Disaster Recovery (BCDR) plan or describe the Bidder’s standard arrangements for ensuring business continuity following a critical incident (e.g. loss of premises or business systems).** | |
| BCDR plan/business continuity arrangements enclosed – Yes/No  Insert appendix reference number | |
| **0.16** | **Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?** | |
| Yes/No  If Yes, insert the URL link to the relevant section on your website | |
| **0.17** | **Please provide the company name, contact details and a brief description of 3 contracts of a similar nature which demonstrate the Bidder’s experience in relation to the Contract requirement. Any Contract award will be subject to a satisfactory reference being provided by one or both of the named companies. This may involve a physical visit to the named company or companies.** | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

**\*Note to Bidders:**

If any Bidder response raises concerns as to the capability of the Bidder to perform the Contract, New Charter Homes may seek further clarification from the Bidder. If the Bidder is unable to satisfy New Charter Homes on the issues raised, the Bidder may be excluded from further evaluation.

**Section 1 - Services Delivery (Section weighting 40%)**

|  |  |
| --- | --- |
| **1.1** | **Understanding of the Requirement**  The Bidder shall provide the following:   * An overview of the Bidder’s understanding of the requirements and the proposed approach to the evaluation. * Details of the Bidder’s understanding and experience of the Building Better Opportunities programme through which Motiv8 is funded.   The Bidder’s response shall explain the understanding of New Charter’s requirement and the Bidder’s proposed solution to addressing the requirement. Bidders shall provide evidence to support the response. |
| **Scoring**  The Bidder’s response shall be scored on a scale of 0-10 in accordance with the scoring guide on page 36 of this ITT. A total of 10 points are available for this question. The individual weighting applied to this question is 10%.  The score out of 10 that the Bidder achieves for the question shall be converted to give their percentage mark for this question.  For example: If a Bidder achieves a score of 5, its percentage mark for the question shall be 5% (i.e. 5/10 x 10 = 5). The same approach shall be used in the scoring of the other Written Return requirements |
| **Bidder’s response** | |

|  |  |
| --- | --- |
| **1.2** | **Methodology**  The Bidder shall provide the following:   * A clear description of the Bidder’s evaluative methodologies that will apply. * How the Bidder will work with internal colleagues at New Charter and build on/ complement internal reporting of impact and value.   The Bidder’s response shall explain the understanding of the requirement and the Bidder’s proposed solution to addressing the requirement. Bidders shall provide evidence to support the response. |
| **Scoring**  The individual weighting applied to this question is 15%. |
| **Bidder’s response** | |

|  |  |
| --- | --- |
| **1.3** | **Experience**  The Bidder shall provide the following:   * Evidence of the knowledge, skills and experience of the team that will be carrying out the independent evaluation including details of major, similar programmes. * In the proposal, interested parties should name the colleagues who will make up their proposed evaluation team; and, how their specific knowledge, skills and experience are relevant/ pertinent to the independent evaluation of the Motiv8 programme. * In addition, the Bidder shall also briefly describe the experience (and recent, relevant publications) of the proposed evaluation team in: * Analysis of quantitative data * Collection of information using a range of qualitative evaluation methodologies * Analysis of qualitative information * Production of rigorous, authoritative reports for thought leaders, decision makers and resource holders. * Evidence of the proposed team’s capability to deliver the specified outputs to a high quality, within specified deadlines. * To include anticipated role and percentage time contribution each individual will be assigned to the commission (or resource schedule)   The Bidder’s response shall explain the understanding of the requirement and the Bidder’s proposed solution to addressing the requirement. Bidders shall provide evidence to support the response. |
| **Scoring**  The individual weighting applied to this question is 10%. |
| **Bidder’s response** | |

|  |  |
| --- | --- |
| **1.4** | **Sustainability and Economic Development**  The Bidder shall provide details of how their sustainable development practices will benefit the contract.  The Bidder’s response shall explain the understanding of the requirement and the Bidder’s proposed solution to addressing the requirement. Bidders shall provide evidence to support the response. |
| **Scoring**  The individual weighting applied to this question is 5%. |
| **Bidder’s response** | |

**Section 2 – Data Protection and Information Security (Pass/Fail)**

|  |  |
| --- | --- |
| **2.1** | **Data Protection and Information Security**  The Bidder shall provide the following:   * Details of their Data Protection and Information Security Standards confirming that these meet the requirements as set out in Appendix 1 – Specification (Section 4 Data Protection and Section 9 Information Security Minimum Standards)   The Bidder’s response shall explain the understanding of the requirement and the Bidder’s proposed solution to addressing the requirement. Bidders shall provide evidence to support the response. |
| **Scoring**  This question is Pass/Fail. Any Bidder failing to meet the minimum standards of Data Protection and Information Security will be excluded from further evaluation. |
| **Bidder’s response** | |

**Annex 1 – Written Return Scoring Matrix**

| **Question** | **Basis of assessment/maximum weighted score available** |
| --- | --- |
| **Section 0 – General Information** | |
| 0.1 to 0.17 inclusive | Information only |
| **Section 1 – Service Delivery** | |
| 1.1 Understanding of Requirements | 10% |
| 1.2 Methodology | 15% |
| 1.3 Experience | 10% |
| 1.4 Sustainability and Economic Development | 5% |
| **Section 2 – Data Protection and Security** | |
| 2.1 Data Protection and Information Security | Pass/fail |

**Appendix 8 – Not Applicable**