Dear Sir or Madam:

**Invitation to Tender: Building Better Opportunities Evaluation; Ref: BIG001-0604**

You are invited by the Big Lottery Fund to tender for the above referenced Contract. Our requirements are contained in this ITT document.

The Contract Terms and Conditions that you will be required to sign up to are available to view at this link: <http://www.biglotteryfund.org.uk/index/about-uk/procurement_portal.htm>.

The Preferred Bidder will not be permitted to enter into any negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances the Fund reserves the right to invite the next highest scoring Bidder to enter into the Contract.

You must follow all the instructions set out in this Invitation to Tender when responding to it. The deadline for submission is **12.00 (Noon) on 2nd November 2015**. Failure to provide all information required will result in rejection of the tender.

Yours faithfully,

Procurement Team

**Big Lottery Fund**

Email: Procurement@biglotteryfund.org.uk

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# **SECTION ONE**

# **INSTRUCTIONS TO BIDDERS**

1. **General Information** 
   1. This is an invitation only. The Big Lottery Fund reserves the right to vary any or all parts of the information contained in the Invitation to Tender.
   2. The Big Lottery Fund intends to accept the tender which scores the most marks against the criteria set out below. The Big Lottery Fund at its sole discretion, reserves the right to accept or reject any tender. The Big Lottery Fund does not bind itself to accept the lowest priced or any tender and shall not be liable for any costs incurred in the production of your submission.
   3. The Big Lottery Fund reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage or not to proceed with the procurement for any reason whatsoever without prior notice. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.
   4. The Big Lottery Fund reserves the right not to disclose information that it feels would put it at a commercial or unacceptable contractual disadvantage.
   5. Tenders, all documents and all correspondence relating to the tender must be written in English.
2. **Tender Documents**
   1. Tenders shall be submitted in accordance with the following instructions.
   2. All pages of the tender shall be sequentially numbered (including any forms to be signed and returned).
   3. The bidder is expected to examine all of the instructions, forms, Contract and specifications that comprise the tender documents. Unless the bidder provides all of the information required the tender will be rejected. If you have any queries about the information that must be submitted then you must raise them prior to the tender deadline in accordance with 3 (clarification) below.
   4. All information issued in connection with the Invitation to Tender remains the property of the Big Lottery Fund and is to be used solely for the purpose of tendering.
   5. **The Preferred Bidder will not be permitted to enter into any post tender negotiations on the terms of the Contract. Any attempt to negotiate amendments will breach the terms of this ITT and will result in the Preferred Bidder being excluded from the tender process. In such circumstances the Fund reserves the right to invite** **the next highest** **scoring bidder to enter into the Contract.**
3. **Clarification**
   1. If you require clarification with respect to the contents of this ITT or this ITT process, please email [**procurement@biglotteryfund.org.uk**](mailto:procurement@biglotteryfund.org.uk)Questions or requests for clarification must be submitted prior to the closing date for the submission of questions.
   2. The Big Lottery Fund will distribute questions and responses (without identifying the author of the question) to all bidders involved in the Tender save where the Big Lottery Fund considers the question and response to be commercially sensitive.
4. **Schedule of Charges**
   1. Bidders shall complete Section Three against each capitalised description, detailing a total and full cost for the service provision.
   2. The rates and or percentage charges entered in Section Three shall be deemed to include complete provision for full compliance with the requirements of the Contract.
   3. The rates and or percentage charges contained within Section Three are, unless otherwise expressly agreed between the parties, firm and fixed and will not be subject to any variation.
   4. The Charges must be quoted in pounds sterling and inclusive of VAT.
   5. The Big Lottery Fund reserves the right to discuss and agree with the Contractor a maximum sum for all expenses.
   6. **ANY ATTEMPT TO QUALIFY PRICING OR INCLUDE ASSUMPTIONS IN THE SCHEDULE OF CHARGES THAT YOU ARE REQUIRED TO SUBMIT WILL RESULT IN THE REJECTION OF YOUR TENDER.**
5. **Timetable**

The indicative timetable for the procurement is as follows:

| **Key Actions** | **Dates\*** |
| --- | --- |
| Issue Invitation to Tender | 29 September 2015 |
| Closing Date for Questions | 12.00 Noon, 26 October 2015  The Fund will upload responses to clarification questions on this site regularly and it is bidder’s responsibility to review it regularly. http://www.biglotteryfund.org.uk/index/about-uk/procurement\_portal.htm |
| **Tender Return Deadline** | **12.00 Noon, 2nd November 2015** |
| Initial review/evaluation of tenders | Starting from 2nd November 2015 |
| Clarification meeting\*\* and identification of Preferred Bidder | Week Commencing 16th November 2015 |
| Issue of award decision letter to all bidders with outcomes | Week Commencing 23rd November 2015 |
| Pre-contract meeting | Early December 2015 |
| Contract Commencement Date | Mid December 2015 |

\*The Big Lottery Fund may vary these dates.

\*The Fund reserves the right to carry out clarifications via email or by inviting Bidders to a clarification meeting. **In order to ensure that both the Fund’s and Bidder’s resources are used appropriately, the Fund will only invite the top two or three (depending on the closeness of scores) highest scoring bidders to attend a clarification meeting.** Scores will be moderated based on any clarifications provided during this meeting.

1. **Legal Documentation**
   1. Achieving greater transparency of public sector procurement and contracting

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

* All new central government tender documents for contracts over £10,000 and Contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.

Bidders should be aware that if your organisation is awarded this contract, the resulting contract between you and the Big Lottery Fund will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

* 1. Bidders must complete and return all documents in Section 3
* Annex 1 Response to Tender and Evaluation Criteria
* Annex 2 Schedule of Charges
* Annex 3 Bidders Detail
* Annex 4 Form of Tender

Part 1 Declaration

* Annex 5

Part I: Transparency Requirements

Part II Parent Company Guarantee (where appropriate)

Part III: Regulation 57 (1) Declaration

Part IV: Regulation 57 (8) Declaration

Bidders shall notify The Big Lottery Fund of any errors, omissions or details contained within the documents which preclude them from tendering for this service.

* 1. Where a group of companies are bidding jointly for this Contract, they will need to have in place a robust partnership agreement outlining the individual roles and responsibilities of each in relation to the delivery of the Contract. BIG will need to see a copy of this agreement as part of the tender process. When such consortium tenders are submitted, a lead bidder needs to be clearly identified as it will be with them that the Contract will be held and they will be the contractor and ultimately be accountable for its overall delivery.
  2. **Bidders are required to detail within their tender submission if it is their intention to sub contract any element of the services detailed in section 2, ‘Scope of Works’.**
  3. **NB: Bidders must declare any known or potential conflicts of interest.**

1. **Submission Of Tenders**
   1. Bidders must submit **an electronic copy of your tender submission in a zip folder to** [**procurement@biglotteryfund.org.uk**](mailto:procurement@biglotteryfund.org.uk)no later than **12.00 Noon on 2 November 2015.** The subject line should be as follows;

“**TENDER REF NO.** **BIG001 0604”**

Tenders received after that time will not be considered and it is your responsibility to ensure the tender is submitted in a zip file and that we have received it. If you do not submit the information in this way it may be too large for our email inbox and we will not receive it.

* 1. By submitting a tender, the bidder agrees to keep that tender open for acceptance by the Big Lottery Fund for **90** days following the closing date for submission of tenders.
  2. The Big Lottery Fund does not bind itself to award a contract or contracts and shall not be liable for any costs incurred in the production or submission of tenders. Under no circumstances will the Big Lottery Fund or any of its advisers be liable for any costs or expenses incurred by Bidders and/or their members in this procurement.

1. **Notification Of Award Of Contract**
   1. The issue of a signed Contract shall constitute the Big Lottery Fund’s acceptance of the tender.

# **SECTION TWO - SCOPE OF WORK**

1. **INTRODUCTION**

The Big Lottery Fund (“the Fund”) is a non-departmental public body sponsored by the Cabinet Office. Our mission is to bring real improvements to communities and to the lives of people most in need. More detailed information about the Fund and the programmes we operate is available at <http://www.biglotteryfund.org.uk>.

The Fund is seeking to appoint a service provider to undertake an independent evaluation of parts of its Building Better Opportunities (BBO) programme in England. An important element of this evaluation is the sharing of learning with BBO grant holders throughout the period of the contract.

1. **BACKGROUND**

**BBO Aims/Objective**

The Big Lottery Fund is matching funds from the European Social Fund (ESF) 2014-2020 to provide joint investment in local projects tackling the root causes of poverty, promoting social inclusion and driving local jobs and growth. The Big Lottery’s Building Better Opportunities (BBO) programme will provide support to communities and people most in need across England.

We expect to fund around 130-140 projects around improving employability for the most disadvantaged people, including projects that focus on a particular target group of people or a particular aspect of disadvantage such as lack of financial literacy.

You will find more information here <http://www.biglotteryfund.org.uk/esf>

**2.1 Areas and programme architecture**

The funding will be delivered in 38 Local Enterprise Partnership (LEP) areas according to local priorities, which have been set by the LEP area European Structural Investment Fund (ESIF) Sub Committees. The Sub Committees have made decisions about how much of their ESF allocation to devote to BBO, meaning that the amount of funding varies widely across different areas.

The BBO programme will be a significant part of the Fund’s England Portfolio, with approximately £300 million of grant money available altogether between 2015 and 2019.

BBO projects are expected to meet agreed targets set by ESF on the number of participants (project beneficiaries) engaged and the number who progress into employment. A review of past ESF evaluations indicates there are difficulties in engaging with particular target groups.

**2.2 Timeline for the BBO Programme**

BBO grants are being awarded through a two stage process. The first grant opportunities were advertised in June 2015 and stage one decisions are expected for these grants in November 2015. We plan to launch the second tranche of grant opportunities in October 2015, with those stage one decisions in early 2016. Stage two decisions for both tranches will be made between March and November 2016. BBO projects will run until the end of 2019.

**2.3 BBO ESF Support Contract**

The Fund has recently procured a BBO ESF Support contract, the aim of which is to deliver specialist support to applicants and grant holders on ESF monitoring and the audit requirements on actual cost projects under ESF rules. The contract will run until December 2017 and will complement the BBO evaluation work. You will find more information here <http://www.bboesfsupport.com/>

1. **THE REQUIREMENTS**

We are seeking an evaluation service provider that will work with the Fund and grant holders (BBO projects) to provide an evaluation and learning package that will achieve the following:-

* identify what is working well and why (both in terms of engaging and supporting certain target groups of participants and in delivering in line with ESF rules). Part of this may involve considering what is not working well and why, in order to set out a robust and clear set of recommendations for future work;

and

* share these findings with all BBO grant holders, so they can use this learning to improve their own project delivery.

**3.1 Key Tasks**

We do not wish to constrain proposals in terms of being overly prescriptive about the design of the evaluation and the methods to be used. We have certain expectations as set out in this ITT, but are open to proposals that meet the aims of the evaluation in other ways, particularly where these are innovative or build on other relevant work. All proposals should explain the design and methods proposed, how these complement each other, and how they will produce robust, relevant evidence to meet the aims of the evaluation.

Below is a summary of the key expected tasks involved in the delivery of this evaluation:-

* Qualitative and quantitative research with grant holders and others on the two themes of Impact and Access (see section 3.2, below), to gather learning, analyse information and data and produce materials clearly communicating what approaches work best and why.
* Collaboration with project team and support contract team to refine grant management materials. The aim will be to reduce the burden on grant holders by reconciling monitoring and evaluation requirements wherever possible.
* Facilitating the sharing of learning amongst grant holders, through a combination of remote and face to face learning tools and activities, in accessible formats that can be disseminated widely to grant holders.

Whilst we expect the successful bidder to conduct their own fieldwork, they will also have confidential access to information/data collected by the Fund as part of the management of grants. As set out in the project outlines published on the BBO page of the Big Lottery Fund [website](https://www.biglotteryfund.org.uk/esf), we will be collecting data from all our grant holders on: the number of participants engaged overall; a breakdown of this by factors such as gender, age and ethnicity; the number of people who move into employment, education or training. We will make these data available to the service provider and expect them to be used to inform the evaluation. We will also make available policy papers (subject to approval) and any other internal documentation felt to be of use.

The successful bidder will be required to work closely with the BBO ESF Support contractor, the partnership led by Baker Tilly, to avoid duplication and to benefit from each other’s work.

We suggest bidders read the project outlines on the BBO page of the Big Lottery Fund [website](https://www.biglotteryfund.org.uk/esf) when preparing bids, as these will give them some insight into the types of projects BBO will fund and inform, for example, which target groups should be chosen for the evaluation. Please also refer to the BBO Programme Guide and Guide to Delivering European Funding, which are also available from the BBO webpage.

**3.2 Delivery**

The Fund expects the evaluation service provider to deliver services across four key elements of the Contract which are interlinked:

1. Scoping/Design Exercise (approximately 6 months – see 2.2 of this ITT above for timeline)

* planning and designing the evaluation, in consultation with the Big Lottery Fund;
* determining the main thematic issues of the programme (both in terms of approaches used and target groups);
* scoping out the theories of change, undertaking evidence reviews to help inform local projects in their initial work, designing and piloting of research instruments and producing a clear evaluation plan;
* providing the opportunity for projects and other stakeholders to inform and engage in the scoping of the evaluation.

1. Access

* obtaining and sharing learning from those BBO grant holders most successful in managing ESF requirements as part of successful project delivery. We see this being a very qualitative analysis, through interviews with a sample of grant holders. The service provider will share learning from these interviews with all BBO grant holders, to increase their chances of success in delivering their BBO project and potentially also in applying for future European Funding opportunities;
* the service provider contributing to this shared learning by generating ideas on how to better support the VCSE to access and successfully deliver future pots of European funding in full compliance with ESF rules;
* examining how successful BBO has been in widening access to European Funding for organisations led by people with protected characteristics and identifying what needs to be taken into consideration in order to widen access even further.

1. Impact

* evaluation of a sample of BBO projects (rather than the entire programme) to understand what types of interventions work best with certain target groups and why. We are interested both in new evidence on groups where there is little or no evidence currently available and in improving the existing evidence base for groups where evidence is patchy or lacks depth:
* Examine how BBO projects can best engage with and support a small number of ‘hard to reach’ groups. Having consulted with the Fund’s experts on equality, we have identified a number of potential target groups: women, disabled people, older people and chronically excluded groups such as gypsies, travellers, homeless people and refugees. The final choice of groups will be decided in consultation with the service provider;
* Measure soft outcomes of the sample projects (beyond the hard ESF data that will be collected from all grant holders), such as quality and sustainability of jobs, levels of confidence and self-esteem of beneficiaries in the target groups;
* Explore and articulate the critical success factors (e.g. type of intervention adopted by grant holders, delivery models, target population) for engaging the target groups and supporting them to move towards and into employment.

1. Programme of learning activities

* sharing real-time learning on both Impact and Access with BBO grant holders throughout the programme, so that grant holders can learn and improve their own project delivery:
  + The service provider will be expected to design a programme of regular communication and shared learning activities that makes best use of the information, evidence and learning generated. Communication channels and communication methods should be designed with an understanding of what will be most effective in reaching this audience (grant holders delivering employment support projects).
  + We want to see a strategic approach that looks at proactive dissemination of the evidence and learning throughout the lifetime of the programme, with learning activities taking place several times a year. This ‘real time’ learning has the potential to allow projects to incorporate the experiences of others in their interventions. Products should have a clear, well-evidenced message and be produced with the audience – and practical application – in mind. The service provider will work with the Fund to develop a Communications Plan/Strategy as part of the design/scoping phase.

**3.3** **Deliverables**

A list of the minimum deliverables is provided below in section 8. Any web-based deliverables must comply with the Fund’s standard digital requirements, which are available to download from <http://www.biglotteryfund.org.uk/index/about-uk/procurement_portal.htm>.

1. **REQUIRED SERVICE LEVELS**

Bidders will be required to submit a Delivery Plan setting out their proposal, covering the delivery and management of the four key elements, as part of their tender response.

Bidders must provide information as to the skills and expertise of your proposed key personnel who will be involved in delivering the services. Such key personnel shall be confirmed by the successful bidder at the start of the contract and will be allocated for the duration of the Contract (as set out in the Contract terms and conditions any changes to the key personnel during the duration of the Contract will be subject to the Fund’s consent).

1. **CONTRACT TERM AND VALUE**

The Contract is for a term of four years (Initial term) subject to early termination provisions as set out in the Contract terms and conditions, and the contract is capped at **£600,000 including VAT and all expenses over four years to provide services to a maximum number of 140 BBO grant holders. Bids in excess of this limit will be excluded.** Bidders are required to set out their charges in the Table A and B, Schedule of Charges at Annex 2 of this ITT.

The Fund shall have the option to extend the Contract for up to a further two years (Extension period) and/ or request additional related to the Contract services. The estimated value of such 2 year extension and/ or additional related to the Contract services will be based on the charges and rates submitted by the successful bidder in its Tender response and shall not exceed £300,000 including VAT and expenses**.** Please note that the Fund will not accept any increase to the rates submitted in the successful bidder’s tender response.

1. **MONITORING PERFORMANCE**

The service provider will be required to provide monthly Progress Reports to the Fund detailing, as a minimum:-

* + 1. An overview of the meetings held
    2. An overview of progress achieved by contract holders (against the delivery plan and deliverables list)
    3. An overview of progress against KPIs
    4. An overview of expenditure to date

The structure of the reports will be agreed with the Fund.

Bidders are asked to propose appropriate KPIs. The final KPIs will be agreed by the Fund and the service provider at the start of the contract.

1. **COMMUNICATION AND ACCOUNTABILITY**

The service provider will maintain excellent communications with the Fund at all times, ensuring that it is kept well informed, aware of issues and consulted on important decisions relating to the evaluation. The successful bidder will:

* Identify a named contact acting as **Contract Manager**. The designated person will carry prime responsibility for the contract and will be the Accountable Officer
* Identify a named contact person as **Service Manager**. The designated person will carry prime responsibility for the delivery and implementation of services under this contract. The Service Manager and Contract Manager can be the same person, provided they have the relevant skills.
* The Contract Manager/Service Manager will liaise with and take instruction from the Fund’s Contract Manager.

The Fund intends to publish research data as a commitment to open data. The research undertaken as part of this evaluation should be transparent about its data and methods. Suitably anonymised original data and all computer code needed to prepare and perform an analysis should be included in electronic accessible form so that others can understand, replicate and extend the research.

1. **DELIVERABLES**

**The service provider must provide the services outlined above and the following deliverables to the Fund:**

|  |  |
| --- | --- |
| **Deliverables** | **Timescales** |
| **Contract Management/Progress** | |
| Inception meeting to finalise plans and discuss requirements | Within 10 working days of the contract start |
| Monthly Progress updates/reports and quarterly meetings to discuss progress against delivery plans | Monthly/Quarterly |
| Set up a steering group including representatives from grant holders to contribute towards the design and delivery of the evaluation programme | From quarter one |
| Provide a draft communication and engagement plan to be agreed with the Fund | Draft within 4 weeks of contract signing |
| Provide a draft delivery plan for all elements of the contract and deliverables, together with timescales, to be agreed by the Fund | Draft within 4 weeks of contract signing |
| Provide detailed evaluation reporting: format and reporting timescale to be agreed with the Fund | As per delivery plan |
| **Scoping Exercise** | |
| Provide proposals on the design, scope and methods of the evaluation, including finalising target groups and themes to measure impact change, and the evaluation framework/methodologies, to be agreed with the Fund | To be agreed by month six |
| Develop and agree an effective and clear delivery plan for evaluation and agree with the Fund | To be agreed by month six |
| Develop and finalise evaluation framework materials, tools and data capture and storage systems | By month six |
| **Impact/Access** | |
| Undertake a review of existing evidence of the most effective means of engaging with target groups, improving delivery models and interventions | As per delivery plan |
| Propose and agree evaluation tools for both impact and access | As per delivery plan |
| Identify sample projects and grant holders and provide them with ongoing support to participate in the evaluation throughout the period of the contract | As per delivery plan |
| Carry out field work of unsuccessful applicants, existing grant holders and participants throughout the period of the contract | As per delivery plan |
| Provide clearly expressed and well-evidenced findings (based on your analysis of the data and information collected) on what works and why | As per delivery plan |
| **Programme of learning activities** | |
| Plan and deliver an effective and regular programme of activities and materials to disseminate shared learning and good practice (to include new media and innovative approaches) throughout the life of the programme | As per delivery plan |
| Seek and analyse grant holder feedback on relevant materials and activities, accessibility and areas to improve project delivery | As per delivery plan |
| Plan and deliver learning workshops/round table discussions with the involvement of grant holders and participants to be agreed with the Fund | As per delivery plan |

**\* The Fund reserves the right to amend this timetable where required.**

# **SECTION THREE**

## **ANNEX 1**

**Response to Tender & Evaluation Criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

Initially we will evaluate your tender to see if you meet our **minimum PASS/FAIL CRITERIA** set out below.

**Bidders who do not pass all the Pass/Fail criteria (A-F) below will be excluded from further consideration in the competition (i.e. their tenders will not be evaluated further and will be excluded from the competition).**

**Pass/Fail Criteria**

|  |  |
| --- | --- |
| **Pass Fail Criteria A** | PASS/FAIL |
| The Fund requires the provider to have a minimum of 3 years relevant experience successfully delivering similar evaluation and sharing learning projects.  Please provide Evidence of 3 years experience of undertaking similar projects (similar in scale, value and complexity) successfully and supporting references demonstrating this.  The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided). |  |

# 

|  |  |
| --- | --- |
| **Pass Fail Criteria B** |  |
| **Financial PASS/FAIL TEST (Where the bidder is a consortium, this test will be carried out on the lead organisation who the Fund will enter into a contract with and the Lead Organisation should submit the information requested below)**  Please submit a copy of your last two years annual accounts. We will review these to ensure you have adequate financial standing to perform the services without putting the Fund at risk. Where we have concerns we may request further information/comfort from you. Where our concerns are not addressed you will be excluded from further participation in the competition.  In order for us to carry out this assessment please provide copies of last two year’s audited accounts and annual reports to include:   * Balance Sheet * Profit & Loss Account and Cost of Sales * Full notes to the accounts * Director’s report/auditor’s report   If you are unable to submit the information requested above because your organisation is below the threshold for which audited accounts are required, please submit the following documents instead:   * Balance Sheet * Profit and Loss Statement |  |
| **Pass Fail Criteria C** |  |
| Bidders must have a formal quality management system in place.  Please provide evidence (documentation or certificates) demonstrating you have a formal quality management system in place. |  |
| **Pass Fail Criteria D** |  |
| Bidder has submitted a complete tender that accords with every instruction and requirement set out in this ITT. |  |
| **Pass Fail Criteria E** |  |
| Bidder has completed Parts III and IV of Annex 5 and confirmed none of the circumstances set out there in apply. |  |
| **Pass Fail Criterion F** |  |
| The Bidder’s Total Costs in Table A **over four years to provide services to a maximum number of 140 BBO grant holders do not exceed £600,000** (including VAT and expenses). Bidders whose costs exceed this amount will be excluded from further consideration in the tender process. |  |

**If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using quality and price criteria which are set out below.**

Your Bid will be scored out of 100. **70% of the marks will be allocated to your response to the Quality Questions Below**. Each question will be scored using the methodology in the Table below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the maximum available score for this Quality Criterion (275) and multiplied by (70) to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is **3 x 15 = 35, 35/275 x 70 = 8.9 % out of 70%.**

**30% of the marks will be available for your Price Proposal**. The methodology for scoring price is set out further below.

Your responses should be supported by evidence/previous successful implementation of your proposed solution for meeting our requirements.

**Please note – Though criteria are numbered, this does not relate to any order of importance**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria**  **Quality: 70%** | **weighting** |
| Question 1 | Provide a clear and realistic Delivery Plan setting out their proposal (including methodology) that responds to the aims and objectives of the evaluation and how you will deliver the services and deliverables set out in Section 3 and 8, including all deliverables, within time and budget and how you will ensure the management of the four key elements of the Contract.  This should be clear about how you will determine the selection of the target groups, your plan to sample and how many different projects you would plan to include in the research. | **15** |
| Question 2 | Please set out your plans for qualitative and quantitative data collection, including data to support analysis to measure impact and identify common learning themes across the projects. | **10** |
| Question 3 | Please set out how you will analyse and use the data and information you collect in order to produce findings and learning on what works and doesn’t and why. Include how you will use the data on ESF targets that will be collected by the Fund and made available to you. | **10** |
| Question 4 | Please set out your proposal for sharing findings with BBO grant holders (giving specific consideration to the learning preferences of different grant holder groups) so they can use the learning to improve their own project delivery. | **10** |
|  |  |  |
| Question 5 | Please identify/analyse the main risks to the delivery of this contract to time and budget and your proposals for mitigating/managing them. | **5** |
| Question 6 | Provide your proposal for ensuring effective arrangements for project management, team support, quality assurance and research ethics. | **5** |
| Question 7 | Please provider details of your proposed delivery team for the duration of the Contract setting out the structure and the key members of the team that will be managing the delivery of the services as well as their expertise and skills for delivering the required services | **10** |

Responses to each question above will be allocated a score based on the methodology contained in the table below. This score will then be multiplied by the weighting in the column on the right.

**Quality Questions scoring methodology**

|  |  |  |
| --- | --- | --- |
| **0** | **Poor** | No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract. |
| **1** | **Weak** | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| **2** | **Satisfactory** | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| **3** | **Good** | Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund’s requirements. |
| **4** | **Very good** | Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. May exceed the Fund’s requirements in some respects. |
| **5** | **Excellent** | Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. May exceed the Fund’s requirements in most respects. |

**Price scoring methodology: 30% overall**

Price: The evaluation of price will be carried out on the Schedule of charges you provide in response to Annex 2 Table A and B

|  |  |  |
| --- | --- | --- |
| Price Criterion | 30 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figure in Table A will be used to score this question.  For example, if the lowest price is £100 and the second lowest price is £108 then the lowest priced bidder gets 30% (full marks) for price and the second placed bidder gets 27.6% and so on. (8/100 x 30 = 2.4 marks; 30-2.4 = 27.6 marks) | **30%** |

## **The scores for quality and price will be added together to obtain the overall score for each Bidder. The Bidder with the highest score will be the preferred Bidder.**

**ANNEX 2**

# **Schedule of Charges**

Bidders must complete the schedule of charges table A and B below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TABLE A:**  **(firm and fixed costs)** | | **e.g. Project Manager/ Director** | **e.g. Senior Consultant/manager/researcher** | **Junior**  **Consultant/equivalent** | **Total days** | **Total Fees** |
|  | | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  | ***Quantity*** |  | | |  |  |
| Inception meeting to agree plans and finalise requirements with the Fund | *1* | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| Other (insert additional rows to include other deliverables as per Section two, ‘Requirement’ of the tender) |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs –  *Please specify* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-total** | | | | | |  |
| **VAT** | | | | | |  |
| **Total Costs including VAT and expenses (this figure will be used for the purposes of allocating your score for the price criterion and must cover the cost of meeting all our requirements )** | | | | | |  |

Notes: The Fund reserves the right to reject abnormally low tenders.

**You should not submit additional assumptions with your pricing submission. If you submit assumptions you will be asked to withdraw them. Failure to withdraw them will lead to your exclusion from further participation in this competition.**

**\* The Fund reserve the right to amend this timetable where required.**

**Please note any contract awarded will be based on the Fund’s standard terms and conditions of contract and you will be required to sign up to these if successful.**

**Table B: Cost Plans per year**

The completed Table A must be accompanied by a separate cost plan for **each year** of Contract term setting out how the above costs have been arrived at.

Please expand columns as required.

**Cost Plan: Year One 2015/16**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TABLE B:**  **Cost Plan for Year 1** | | **e.g. Project Manager/ Director** | **e.g. Senior Consultant/manager/researcher** | **Junior**  **Consultant/equivalent** | **Total days** | **Total Fees** |
|  | | ***e.g. £500*** | **e.g. £300** | **e.g. £200** |  |  |
|  | ***Quantity*** |  | | |  |  |
| Inception meeting to agree plans and finalise requirements with the Fund | *1* | *e.g. 0.5* | *1* | *1.5* | *3* | *850* |
| *[Add as necessary]* |  |  |  |  |  |  |
| *[Add as necessary]* |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |
| Travel and subsistence |  |  |  |  |  |  |
| Other (non-staff) costs –  *Please specify* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-total** | | | | | |  |
| **VAT** | | | | | |  |
| **Total Costs including VAT and expenses (this figure will be used for the purposes of allocating your score for the price criterion and must cover the cost of meeting all our requirements )** | | | | | |  |

**Cost Plan: Year Two 2016/17 etc.**

**ANNEX 3**

**Bidder’s Details**

| **Company Details** | |
| --- | --- |
| **1.** | **Registered Company Name:** |
| **2.** | **Company Registration Number:** |
| **3.** | **Main Operational address for the service:** |
|  | **Tele:** |
|  | **Fax:** |
|  | **Email:** |
|  |  |
| **4.** | **Address for all contractual correspondence –** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **5.** | **Address for all service management correspondence** |
|  | (If one of the above, please specify) |
|  |  |
|  |  |
|  |  |
| **6.** | **Contacts:** |
|  | **a. Responsible Person for the Contract** |
|  | Tele: |
|  | Fax: |
|  | Mobile: |
|  | Email: |
|  |  |
|  | **b. Responsible Person for the Service:** |
|  | (If different to the above) |
|  | Tele: |
|  | Fax: |
|  | Mobile |
|  | Email: |
|  |  |
| **7.** | **VAT registration Number (if applicable)** |
|  |  |
| **8.** | **Payment Details** |
|  | Account Name: |
|  | Bank Name: |
|  | Address: |
|  | Sort Code: |
|  | Account Number: |
|  |  |

## **ANNEX 4**

# **Form of Tender**

# **Part I – Declaration**

##### **Note: The Bidder is to type the following on its own letter headed paper**

Dear Big Lottery Fund

**CONTRACT FOR Tender Title: BUILDING BETTER OPPORTUNITIES EVALUATION; BIG001-0604** **(‘the Contract’)**

Having examined the proposed Contract comprising, we do hereby offer to enter into a Contract with THE FUND on the terms and conditions in the said Contract.

We undertake to keep the Tender open for acceptance by THE FUND for a period of ninety (90) days from the return date.

We declare that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract:

1. *Collude with any third party to fix the price of any number of Tenders for this Contract;*
2. *Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.*

We understand that you are not bound to accept the lowest priced, or any, Tender.

Signed:

Date:

Name:

In the capacity of:

Duly authorised to sign tenders for and on behalf of:

**ANNEX 5**

# **Part I:** **Transparency**

# Note: In compliance with the Government’s transparency agenda, all Big Lottery Fund contracts over £10,000 (net of recoverable VAT) issued on or after 1 January 2011 will be published on the Government’s Contracts Finder website. We are required to publish contracts in full, and as a minimum must publish the specification, terms and conditions and associated schedules (which may include the winning bidder’s bid).

# In limited circumstances redactions can be made prior to publication to protect certain types of information. Redactions are permitted in line with the exemptions set out by the Freedom of Information Act 2000. Examples of information which may be exempt under the FOIA include: personal data; information amounting to a trade secret; and information which if disclosed would or would be likely to prejudice the commercial interests of any person.

# If the Bidder believes redactions ought to be made, these should be identified by the Bidder in the following table on their own letter headed paper. Bidders must provide explicit justification and reasoning for each redaction requested. The Big Lottery Fund is responsible for determining in its absolute discretion whether any information is exempt from publication.

**CONTRACT FOR Tender Title: BUILDING BETTER OPPORTUNITIES EVALUATION; BIG001-0604**

|  |  |
| --- | --- |
| **Contract clause or section of tender to be redacted** | **Justifications for redaction** |
|  |  |

**Part II: Parent Company Guarantee**

***Note: To be submitted in full on Contractor's ultimate Holding Company's headed notepaper.***

Dear Big Lottery Fund

**Contract for the Provision of Building Better Opportunities Evaluation; BIG001-0604**

With reference to the Tender for the above services submitted by [insert name of Bidder] (hereinafter referred to as "the Contractor"), as a condition precedent for and in consideration of the Big Lottery Fund (a non departmental Public Body sponsored by the Cabinet Office) (hereinafter referred to as "THE FUND") entering into a contract (hereinafter referred to as "the Contract") with the Contractor for the above services, we, as the Contractor's ultimate holding company do hereby enter into the following unconditional and irrevocable undertakings with THE FUND. These undertakings being on condition that THE FUND enters into the Contract with the Contractor for the above services and in consideration of the same:

1. The Contractor shall perform all its obligations contained in the Contract;
2. If the Contractor shall in any respect fail to perform the said obligations contained in the Contract or commits any breach thereof we shall ourselves perform on simple demand by THE FUND, or take whatever steps may be necessary to achieve performance of the obligations under the Contract of the Contractor, and shall indemnify and keep indemnified the Authority against any loss, damages, costs and expenses howsoever arising from the said failure or breach for which the Contractor may be liable;
3. We shall not be discharged or released from our undertakings hereunder by any waiver or forbearance by THE FUND, whether as to payment, time, performance or otherwise;
4. This guarantee shall be unconditional and irrevocable and shall continue in force, notwithstanding any variations or additions to or deletions from the scope of services to be performed under the Contract, until all the Contractor's obligations there under have been performed; and,
5. This document shall be construed and take effect in accordance with English Law and, furthermore, we submit to the jurisdiction of the English Courts.

Yours faithfully

Signed:

Date:

Name:

In the capacity of:

Duly authorised to sign tenders for and on behalf of:

**Part III: Regulation 57 (1) Declaration**

**Important Notice:**

In some circumstances the Fund is required by law to exclude you from participating further in procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

|  |  |  |
| --- | --- | --- |
| **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: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) 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; |  |  |
| (iv) 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; |  |  |
| (v) 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; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) 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; |  |  |
| (viii) 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. |  |  |
| **2. Non-payment of taxes (Regulation 57(3))**  **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? |  |  |

**Part IV: Regulation 57 (8) Declaration**

**Important Notice.**

**The Fund is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.**

|  |  |  |
| --- | --- | --- |
| **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 Contracts 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 listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 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 Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 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—   (i) 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 Contracts Regulations 2015; or |  |  |
| 1. 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. |  |  |