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**Invitation to Quote to provide a Parent Support Programme (Norwich Inclusion Charter)**

**Contact: Annie Southgate**

**Address: Floor 3 County Hall, Martineau Lane, Norwich NR1 2DH**

**Reference:** **NCCQ41599**

**Project should be completed by**: **August 2018 and October 2018**

**Issue date: 30 March 2018**

**Closing date: 25 April 2018**

# Background Information

* Norfolk County Council wishes to procure parent support programmes.
	1. Introduction

**Norwich Opportunity Area**

Young people in Norwich from disadvantaged backgrounds are less likely than their peers elsewhere in England to leave school with a good level of attainment, go on to study for a level 3 qualification (such as A levels), continue with education or employment from age nineteen, or go to university.

Norwich has been identified as an Opportunity Area by the Department for education to address this problem. This activity is part of the [delivery plan](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658582/Social_Mobility_Delivery_Plan_Norwich_v6__FINAL_.pdf).

**Norwich Opportunity Area Priorities**

Norwich Opportunity Area has identified four priorities to improve social mobility. This activity sits within priority 3:

**Priority 3: Support children at risk of exclusion from school**

3.2: In order to ensure that no child is excluded unnecessarily, we will work with headteachers, alternative provision providers and the local authority to review approaches to behaviour support, managed moves and temporary alternative provision placements for children at risk of exclusion.

3.5: We will target new interventions at those children most at risk of exclusion from school. As well as working with schools and the local authority we will seek to work with partners in the voluntary sector and the health sector.

* 1. Background to this priority

Rates of exclusion are high in Norwich, leading to high numbers of pupils either being educated in alternative provision, or not being in school at all. There is limited understanding of precisely why exclusions are so high relative to the rest of England, however we know that most exclusions are for persistent disruptive behaviour.

A “Norwich Inclusion Charter” has been developed in consultation with schools, local partners and the local authority. The Charter represents a shared commitment to collaborate to reduce exclusion in the city and will be supported by a range of interventions funded by the Opportunity Area.

On-site student workshops are one of these interventions, to support young people to manage their behaviour and re-engage with education

Invitations are welcomed from local organisations working as a consortium to deliver this project together. You should include in your bid your plans for collaborative delivery of the project

# Statement of Requirement

* 1. Outputs
* Mode of delivery:
	+ 6 weeks x 1.5 hour session
	+ 4 cohorts of 12 parents, total 48 delegates
	+ 2 cohorts take place during the day, 1 aimed at parents of primary aged children, 1 aimed at secondary aged children/teens
	+ 2 cohorts take place in the evening
	+ Start dates in June and September 2018

**Course Content:**

* Confident parenting – addressing self-esteem issues of parents
* Behaviour as communication, causes of poor behaviour
* Positive behaviour management techniques. Recognising the role of the adult/ taking charge
* Signposting to local support for parents, to further sources of information, guidance on getting the best out of the school/home relationship
	1. Intended Outcomes
* Parental confidence in supporting child to engage with school/education
* Improved understanding of underlying causes of poor behaviour
* Improved capacity to cope with challenging behaviour at home
* Helping to deliver:
	+ Reduced numbers of FEX and PEX
	+ A more inclusive culture consistent across Norwich Inclusion Charter schools
	+ Reduced numbers of FEX and PEX
	+ Reduced behaviour incidents in school
	+ Improved attendance and engagement at school
	+ Schools report improved school/home relationship
	+ Children and parents report improved emotional well being in follow up survey after 3 months
	1. Additional Information
* All schools in the Norwich Opportunity Area will be invited to join the Norwich Inclusion Charter:
	+ 1 nursery
	+ 33 first/infant/primary schools
	+ 8 high schools
	+ 5 special schools
	+ 1 short stay school
	+ **48 schools**

If you would like further information before submitting an application please contact:

Jacqueline Bircham, Norwich Opportunity Area Programme Director

Jacqueline.bircham@newanglia.co.uk

T:    01603 510074

M:   07795 199609

Information on the Norwich Opportunity Area project can be found [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650415/Social_Mobility_Delivery_Plan_Norwich.pdf)

Norwich Research School has produced a summary of research and evidence on reducing school exclusion which is available on request.

Applicants should demonstrate an evidence led approach, which should be suitably referenced in the application.

The EEF provides some guidance on good practice [here](https://educationendowmentfoundation.org.uk/evidence-summaries/teaching-learning-toolkit/behaviour-interventions/#costs) and [here](https://educationendowmentfoundation.org.uk/school-themes/character/)

* 1. 5. Total Contract Value

The contract value is capped at £8,000 exc VAT

If you exceed this amount we will reject your bid.

* 1. Experience and Expertise

We require the successful provider to have the following;

**Expertise:**

* Supporting parents with children demonstrating a range of behaviour issues, and with different needs, e.g. health needs, SEND, and at different ages
* Sound knowledge of local support organisations for signposting

**Experience:**

* Delivering high quality training to families
* Education and health care
	1. Fees and payment

Contract price

The contract price must be all inclusive to meet the required outcomes as specified in this document

Payment triggers

On production of an invoice.

# Quote Management

Proposals are requested for a Supplier to deliver On-site student programme (Norwich Inclusion Charter). This contract will be awarded under the Terms and Conditions of Contract appended to this Invitation to Quote. Suppliers will need to describe how they will deliver the services to meet all of the above outcomes and requirements in the Supplier Questions.

Please complete

* Section 5 - Supplier Information
* Section 6 - Supplier Questions
* Section 7 - Pricing Schedule

Receipt of the quote

* your response must be received no later than 2pm UK time on 25 April 2018
* Your response must be submitted through the in-tend portal <https://in-tendhost.co.uk/norfolkcc>.
* The Council will not consider any late responses to this Invitation to Quote nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the Council will notify all Suppliers of any change.
* The Council may at its sole discretion change any aspect of, or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
	1. Clarifications

Please use the Council's procurement system for submitting correspondence and clarification questions. Responses to questions will be issued through in-tend, so ensure your details are kept up-to-date. The website address is <https://in-tendhost.co.uk/norfolkcc>. If you encounter any difficulties whilst using the system you can contact the support team by phoning 0844 272 8810 or emailing support@in-tend.co.uk.

* 1. Format and content of response
1. Submissions must not be password protected
2. Suppliers are to answer all questions.
3. Suppliers’ responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.3 times the type size.
4. Proposals shall not contain any attachments or text other than that requested, and the Council will disregard any information contained therein.
5. Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
6. Suppliers are reminded that their proposal should respond specifically to the Council’s requirements. Generic responses which do not take account of the Council’s requirements and circumstances are unlikely to achieve good marks.
	1. Selection process

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the bid will be rejected.
3. Suppliers will be scored on their responses to the Supplier Questions in Section 6 in relation to the requirements of the specification. Each question is separately weighted.

Scoring method for Price

1. The price for each lot is capped at £8,000. Prices bid above this cap will automatically receive a score of 0 and their bid will be rejected, regardless of the score achieved for quality.
2. The formula to be used to calculate the score for price is as follows:
	* The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
3. A total of 30% of the overall score is allocated to Price.

Overall score

1. The Contract will be awarded to the Supplier whose quote results in the highest combined quality and price score.

|  |
| --- |
| **Award Criteria - Weightings for quality and price** |
| **Overall Price weighting** | 30% |
| **Overall Quality weighting** | 70% |
| **Total** | 100% |

1. All questions will be scored using the following descriptors.

|  |  |
| --- | --- |
| **Descriptors for the allocation of quality scores** | **Mark awarded** |
| Applicant fails to provide a response or Applicant provides a response of such a poor standard as to provide no confidence that the Applicant meets the requirements. **If any question receives a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows many or all of the issues listed at mark 2. | 1 |
| A response with some clear strengths but giving some concern, because some of the following apply:* The question is only answered in part; and/ or
* The approach described appears to only partially meet the requirement; and/ or
* The approach described appears not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, outcome, ease of use or other relevant characteristics; and/or
* The approach does not reflect accepted good practice; and/or
* The response is not specific enough; and/ or
* The supporting documents (where requested) are of insufficient quality, depth or relevance.
 | 2 |
| An acceptable response, with some degree of weakness but where the weakness does not cause fundamental concerns and is outweighed by the strengths. | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the majority of aspects below apply: * All aspects of the question are fully answered
* The approach described fully meets the requirement
* The approach reflects accepted good practice
* The response is specifically tailored to the requirements and, where relevant, to the Council’s specific circumstances
* The approach offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; and
* The supporting documents (where requested) are of good quality, relevant and of sufficient depth.
 | 4 |
| An excellent response with all relevant bullet points from a mark of 4 applying. | 5 |

# Procurement Timetable

The procurement timetable, outlined below, is for information and potentially subject to change. The council reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

|  |  |  |
| --- | --- | --- |
|  | Invitation to Quote issued | 30 March 2018 |
|  | Deadline for clarifications | 18 April 2018 |
|  | Deadline for responses | 25 April 2018 |
|  | Contract Award | Friday 4 May 2018 |
|  | Contract completed by | August 2018 and October 2018 |

# Supplier Information

**Suppliers are to edit the header of this form to insert their name at the top of every page.**

**Suppliers are to complete this Form and return it as the front cover of their submission. Part 1 is information relevant to the procurement. Part 2 is information relevant to contract management if you were to be successful and is non-mandatory.**

Part 1

|  |  |
| --- | --- |
| Name of person or organisation bidding  |       |
| Trading as… |  |
| Are you bidding as a consortium | **Answer ‘yes or no’** |
| If yes, who is the lead Supplier |  |
| *Person managing bid* | *Director/partner/trustee overseeing bid* |
| Mr/Mrs/Ms/Other       | Mr/Mrs/Ms/Other       |
| Name |       | Name |       |
| Address |       | Address |       |
|  |       |  |       |
|  |       |  |       |
| Post Code |       | Post Code |       |
| Country |       | Country |       |
| Phone |       | Phone |       |
| Mobile |       | Mobile |       |
| Email |       | Email |       |
| *Registered office address*  | *Supplier’s registration numbers, as applicable* |
|       | Company registration no.  |       |
|       | Charity registration no.  |       |
|       | VAT registration no. |       |
|       | Other registration no. |       |
| Postcode |  | *Type of organisation (select one box only)* |
| Country |       | Sole Trader | [ ]  | Private Co. Limited by Guarantee | [ ]  |
| *Group structure (as applicable)* |  |  |  |  |
| Name of immediate parent organisation |       | Partnership(Unincorporated) | [ ]  | Private Company | [ ]  |
| Name of ultimate UK holding company |       | Limited Liability Partnership (‘LLP’) | [ ]  | Public Limited Company | [ ]  |
| Company regn. no. of ultimate UK holding co. |       | Public sector | [ ]  | Industrial or Provident society | [ ]  |
| Name of ultimate parent organisation |       | Other (please write in) |       |
|  |  | Are you a SME? (Y/N) |       |

**If bidding as a consortium please complete a copy of this form for each organisation bidding.**

Part 2

|  |  |
| --- | --- |
| *Who will manage the contract* | *Email addresses and phone numbers of relevant contacts, as applicable* |
| Mr/Mrs/Ms/Other       |
| Name |       | For invoice and payment queries |       |
| Address |                      |
| Postcode | For out of hours contact in an emergency |       |
| Country |       |
| Phone |       |
| Mobile |       |
| Email |       |

**If you are not an existing NCC supplier please complete the BACS form below.**

|  |
| --- |
| Bank Details |
| Account Type |    |
| Name of Bank |        |
| Address of Bank |        |
| Sort Code |        |
| Account Number |        |
| Building Society Roll Number |        |
| Name the account is held in |        |
| Pay Method |
| NB: Norfolk County Council’s preferred method of payment is by BACS and preferred remittance delivery is by email. |
| Pay Method |   |

# Supplier Questions (70%)

* **Suppliers are to edit the header of this section to insert their name at the top of every page.**
* **Suppliers are to answer all questions and are to reproduce this form retaining the questions and numbering, and return it as part of their bid.**
* **Suppliers should not assume that the evaluators have any prior knowledge of the bidding organisation, its capabilities or the solutions it offers.**
* **Please ensure your answers are fully referenced to the relevant question.**
* **Suppliers’ responses shall be clearly legible and in at least 11 point type, on a line spacing of at least 1.3 times the type size.**
* **Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the bid will be rejected.**

|  |
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| 1. **Expertise and experience** (35%)

Please provide details of your experience and expertise :-* + - 1. In supporting children demonstrating a range of behaviour issues and your track record of successful work in schools re-engaging children at key stage 2 and 3 in their education
			2. of working with young people at risk of disengagement/exclusion
			3. of delivering high quality programmes
			4. of delivering safeguarding within an organization or project

(guide of 1000 words) |
| Please type your response here |
| 1. **Your approach to this project.** (35%)

Please detail your approach to this project, including staffing, course content, delivery approach, impact measurement and evaluation, and a description of any potential conflicts of interest and how you will deal with them (guide of 1000 words) |
| Please type your response here |

# Price (30%)

* **Insert your organisation’s name in the header**
* **Prices must be in £ sterling and exclusive of VAT**
* **Bids above the cap of £8,000** exc VAT **will be rejected**
* **The total cost will be used to allocate your score for price**
* **Please include details of your time, fees and expenses required to meet the outcomes and price cap**

|  |  |
| --- | --- |
|  | **Price** |
| Please include a breakdown showing details of your time, fees and expenses required to meet the outcomes. Not to exceed the price cap of £8,000 exc VAT | £ |

# Important Legal Notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. Norfolk County Council (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to through in-tend to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council’s decision as to whether any response submitted complies with the instructions shall be final.
10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire quote and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during a quote process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Invitation to Quote together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers´ company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council’s name or the Invitation to Quote without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council’s only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.
16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Quote.
17. Suppliers should not, in connection with the proposed contract:
	1. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
	2. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
	3. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
	1. immediately exclude that Supplier’s offer from consideration;
	2. exclude that Supplier from future procurement exercises;
	3. terminate any contract entered into with that Supplier; and
	4. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council’s Head of Law immediately.
20. All intellectual property rights in this Invitation to Quote and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this further competition are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. Any qualifications made by Suppliers in regard to the Invitation to Quote or documentation produced will not be accepted by the Council and the right is reserved to exclude any proposals with qualifications attached.
23. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.
24. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier’s written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the Invitation to Quote and the prices and operational proposals set out by the Supplier in their response.

# Supplier's Declaration

* **Suppliers are to print this declaration on plain white A4 paper, sign and date it with an original signature, scan and upload it as the final part of their submission.**
* **Suppliers are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Supplier Information
 |  |
| * Supplier Questions
 |  |
| * Price Schedule
 |  |
| * This declaration, **printed then signed with an original signature, then scanned and uploaded as a .pdf**
 |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the quote to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc. |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. |  |
| Annexed any document not specifically requested. |  |

Declaration

|  |
| --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at in this Invitation to Quote.We warrant, represent and undertake to the Council that:1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
2. we have complied in all respects with this Invitation to Quote
3. all information, representations and other matters of fact contained in our quote are true, complete and accurate in all respects
4. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Quote and have not submitted this Invitation to Quote response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the Council
5. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the quote.
6. we have full power and authority to enter into the contract and provide the services
7. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
8. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services in accordance with the contract attached as the annexure to this Invitation to Quote which includes for the avoidance of doubt any documents specified in the contract as forming part of the contract including (but not limited to) the prices and operational proposals set out in this quote, the terms and conditions of contract, the Specification and any written clarifications issued or received by the Council prior to the written acceptance of the Council of this quote. We agree that the Council’s acceptance of this quote shall form a binding contract between us on the above terms. |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |

|  |
| --- |
| *This block will be signed on behalf of Norfolk County Council in the event that your quote is accepted.* |
| We, Norfolk County Council, hereby accept your offer for On-site student programme (Norwich Inclusion Charter) and a binding contract now exists between us and you on the above terms.(To be completed by NCC when the results of the evaluation are known.) |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Date |  |