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**Active Oxfordshire, *as the accountable body to Sport England,* on behalf of the Oxfordshire Healthy Place Shaping Steering Group**

**Invitation to Quote for the provision of a Healthy Place Shaping Systems Evaluator**

**For the period April 2020 until November 2022**

**Document 2 - Bidders Response**

**Submission instructions:**

* Read Document 1 – Project Brief.
* 30 minute slots are available to discuss the Project Brief and Bidders Response on Friday 17 January, between 10.00am-12.00pm and 3.00pm-5.00pm. To request a 30 minute slot please email [gsinnott@activepartnerships.org](mailto:gsinnott@activepartnerships.org). Slots within the available times will be allocated on a first come, first serve basis. FAQs that may arise regarding the details of the Brief only will be shared at <https://www.activeoxfordshire.org/evaluation> and will include an open response from Active Oxfordshire.
* Complete the questions below (Document 2 – Bidders Response) and submit by email to [gsinnott@activepartnerships.org](mailto:gsinnott@activepartnerships.org) by 1.00pm on 31 January.
* An email confirming receipt of application will be sent to all applicants on 3 February.

**Enquiries**

Please contact Graeme Sinnott by email only at: [gsinnott@activepartnerships.org](mailto:gsinnott@activepartnerships.org)

**Stage 1 – Qualifying to the minimum requirements of Active Oxfordshire**

**SECTION 1: Contact and Business Details**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response** |
| 1.1 | The Organisation | |
| Business Name |  |
| Registered address |  |
| Trading status (Sole Trader, Private limited company, LLP, Partnership, Charity, Housing Association or other) |  |
| Company registration number |  |
| Head Office DUNS number (if applicable) |  |
| Registered VAT number |  |
| Type of organisation |  |
| Number of employess in the Organisation  Small: < 50 employees  Medium: > 50 and < 250 employees  Large: > 250 employees | Small ☐  Medium ☐  Large ☐ |
|  | Size of Organisation Turnover  Small: ≤ € 10 m Turnover / ≤ € 10 m Balance Sheet Total  Medium: ≤ € 50 m Turnover / ≤ € 43 m Balance Sheet Total  Large: > > € 50 m Turnover / > € 43 m Balance Sheet Total | Small ☐  Medium ☐  Large ☐ |
| 1.2 | Point of Contact | |
| Name of main contact for this application. Please provide contact details of Account Manager who will be responsible for contract if different from the person acting as key contact for the tender process. |  |
| Company or organisation name and main address and website for the above contact. |  |
| Telephone number of main contact. |  |
| Email address of main contact. |  |
| Name of reserve contact in the absence of the main contact. |  |
| Telephone number of the reserve contact. |  |
| Email address of reserve contact. |  |

**SECTION 2: Economic and Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question number** | **Question** | | **Response** |
| 2.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (a) | A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ |
| (b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
| (c) | Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐  No ☐ |

**SECTION 3: Insurance Details**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Insurance** | **Response** |
| 3.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | |
| Employer’s (Compulsory) Liability Insurance = £5,000,000 | Yes ☐  No ☐ |
| Public Liability Insurance = £5,000,000 | Yes ☐  No ☐ |
| Professional Indemnity Insurance = £1,000,000 | Yes ☐  No ☐ |

\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

**SECTION 4: Conflict of Interest**:

|  |  |  |
| --- | --- | --- |
| **Question number** | **Conflict of interest** | |
| 4.1 | In Bidding for this opportunity, does your organisation have any possible Conflict of Interest?  Where Conflict of Interest is sought, but not disclosed, Active Oxfordshire may at their discretion terminate the contract. | Yes ☐  No ☐ |
| 4.2 | Please indicate all areas where there may be a conflict of interest in delivering this project in the box allocated below: | |
| Enter response here | |
| 4.3 | Where you have identified possible conflict of interest relating to this opportunity, please provide a statement demonstrating that this opportunity does not create a conflict of interest.  Where there may be a conflict of interest, Bidder should address how they intend to manage and mitigate risks. | |
| Enter response here | |

Should a Bidder not be able to suitably demonstrate how conflict of Interest will be managed, resolved or kept separate to this project, or Active Oxfordshire is not satisfied that the project will not be affected by the conflict of interest, the bidder may receive a Fail for this section.

**Stage 2 – Project Criteria**

|  |  |
| --- | --- |
| **Experience (maximum of 500 words) – please outline:**   * Who will be part of the team, including organisations and individuals as necessary who will be responsible for undertaking this project * Skills, credentials and practical experience of the team in working on systems evaluation * Experience of working across a range of sectors in seeking to understand the determinants of health | **20%** |
| Insert ‘Experience’ response here | |

|  |  |
| --- | --- |
| **Style and Principles (maximum of 500 words) – please outline:**   * How you will take a systems informed approach * How the approach will work with and utilise existing connections within communities and the wider system * How you will seek to build sustainability within the local workforce to capture and own the learning | **30%** |
| Insert ‘Style and Principles’ response here | |

|  |  |
| --- | --- |
| **Delivery and Communications (maximum of 500 words) – please outline:**   * How the approach is driven by co-design and collaboration * How you will curate and communicate the learning in a pragmatic and flexible way to different audiences * How the approach seeks to ensure engagement of people operating across the system and at different levels, including community, strategic agencies and councillors | **20%** |
| Insert ‘Delivery and Communications’ response here | |

|  |  |
| --- | --- |
| **Value for Money (maximum of 500 words) – please outline:**   * How the approach adds value to current knowledge and understanding of systems evaluation at both a local and national level * The capacity for members of the team to embed itself within the local system, including communities and relevant strategic agencies * The capacity of the team to add value to existing monitoring and evaluation processes * How the evaluation methods proposed will secure a good level of community engagement * How you will ensure that the total cost is within budget. The maximum value of the contract is £150,000, including VAT (see next section for cost breakdown) | **30%** |
| Insert ‘Value for Money’ response here | |

|  |  |
| --- | --- |
| **Costs – please outline:**   * Indicative costs (£) for each individual stage of the evaluation (refer to page 6 and 7 of the Project Brief) | **Included in Value for Money section** |
| Insert ‘Costs’ response here | |

|  |  |
| --- | --- |
| **Signature of bidder**  I certify that the information supplied is accurate to the best of my knowledge. I understand that false information could result in the organisation/team not being invited to interview. | **For information only** |
| Insert ‘Name’ here | |
| Insert ‘Signature’ here | |