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| **Invitation to Tender (ITT) – Building Better Somerset – Specialist Provider Framework**  **ITT Reference No (Internal) – PLUSS/CIC/BBS-SP001/07/23** | | | | | |
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| **Company Information** | | | | | |
| **Company Name** |  | | | Are you a Sole Trader? **Y / N** | |
| **Company/Charity Number** |  | | | | |
| **Registered Address** |  | | | | |
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| **Post Code** |  | | | |
| **Are you a current supplier or have you supplied services to Pluss CIC previously?** | | | Yes  No | **Are you a Sole Trader?** | Yes  No |
| **Website** |  | | | | |
| **VAT Number** |  | | | | |
| **Name of Contact** |  | | | | |
| **Job Title of Contact** |  | | | | |
| **Contact Number/Email** |  | | | | |
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| **Contents** | | | | | |
| This ITT is divided into the following sections (1) Introduction (2) Purpose of the Tender (3) Requirements (4) Questionnaires (5) Evaluation Criteria (6) Checklist (7) Form of Tender (8) Terms and Conditions (9) Financial Rate Card Submission (10) Invoicing. | | | | | |
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| **Contract Areas** | | | | | |
| Under the Specialist Provider Framework, Pluss are looking for organisations to deliver services across the Somerset area for the Building Better Somerset Project.  The contract allocation for Specialist Providers is £36,750 | | | | | |

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| **(1) Introduction** | | | |
| Building Better Somerset is funded by the UK Government through the UK Shared Prosperity Fund. It is led, managed and delivered by The Pluss Organisation CIC across Somerset.  The initial term of this framework will be for 7 months from the date of 01/09/2023 to the date of 31/03/24. Pluss reserves the right to extend this framework by a further year. Please note this contract allocation is for the contract area as a whole, and is not an assigned allocation to the individual specialist provider. This allocation will be accessed by the specialist provider on a needs basis per participant, as and when Pluss staff refer participants to the specialist provider: there is no guarantee of value or volume being allocated to specialist providers once accepted onto the framework. This is due to the nature of having to bespoke participant needs throughout the duration of the BBS project. The budgeted spend per participant is £100 – please take this into account when deciding whether to respond to the tender and deciding the services you can offer. | | | |
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| **(2) Purpose** | | | |
| Pluss wish to bring in specialist providers to deliver services that will help participants to overcome personal barriers to progression. As these services will be specific to the participants’ needs, and sporadic in terms of the service requirements, to ensure a full coverage of services, Pluss is inviting specialist providers to apply to be on the Opportunities Framework as part of the Building Better Somerset Contract.  Once specialist providers are approved onto the Opportunities Framework, Pluss will be able to call off services on a needs basis per participant. The services are set out (but not limited to) the list under requirements (3) of this tender.  **Please note, Pluss is not looking for one specialist provider to deliver all services across the area, services may be awarded to more than one specialist provider to suit the requirements of the programme.**  Once approved and placed on the Opportunities Framework, this in no way guarantees a commitment to volume or revenue as the framework is there to be accessed on a needs basis. | | | |
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| **(3) Requirements** | | | |
| The services under the Opportunities Framework will be very varied and for example, may range from a vocational training course to accessing help for substance misuse issues. Due to this varied nature of services required under Building Better Somerset, there is also the scope to add services under None-Listed Services. Please select and add services your Organisation can deliver. | | | |
| Pre-listed Services (Please tick as appropriate) | Pre-listed Services (Please tick as appropriate) | | |
| Addiction  Advice / Personal Support  Care  Crime  Digital  Employment  Family  Health/Disability  Housing  Law  Money  Offenders  Personal Rights | Sports/Arts/Social Activities  Training  Travel  Union/Works Association  Volunteering  Work Placement  Young People | | |
| None-Listed Services (Please add as appropriate) | | |
| * Placeholder * Placeholder * Placeholder * Placeholder * Placeholder | | |
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| **(4) Questionnaire** |  |  |
| **4.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | |
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| **4.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies? (Maximum of 1500 words, Inc Diagrams)** | | |
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| **4.3 Financial Standing -**  **How is your Organisation currently funded and how long have you been trading? i.e. is it through a single income stream or multiple income streams and over 12 months? please detail. (Maximum of 1500 words)** | | |
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| **(5) Evaluation Criteria** |
| * See attached Scoring Matrix in tender pack. |
| **(6) Checklist** |
| Word count on Q4.1 – Q4.3  Due Diligence Form  Signed Form of Tender (8)  Acceptance of Terms and Conditions (7)  Financial Rate Card Submission (9)  Read and understood invoice example and new supplier form requirements (10)  Return before Deadline (to Ben.Davies@pluss.org.uk) |
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| **(7) Terms & Conditions** |
| **See Tender Pack for attached terms and conditions.**  By accepting and submitting your response to this tender, you are confirming automatic acceptance of the shared terms and conditions contained within this Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties. |

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| **(8) Form of Tender** | |
| 1. Upon submission and acceptance of this invitation to tender by Pluss, in accepting and submitting your response to the tender, you are confirming automatic acceptance of the previously shared terms and conditions contained within the Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties. 2. Direct award status will be awarded to the specialist provider, and call off services can be accessed by Pluss without the need for further mini competitions. Pluss reserves the right to procure mini competitions through this framework as it sees fit or when changes in the Project requirements require Pluss to do so. 3. Having considered the invitation to tender and all accompanying documents, we confirm that we are fully satisfied as to our experience and ability to deliver the services in all respects in accordance with the requirements of this invitation to tender. 4. We hereby tender and undertake to provide and complete all the services required upon acceptance of this. 5. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender. 6. We agree that this tender shall remain open to be accepted by Pluss for three months from the date below. 7. We understand that Pluss is not bound to accept any tender it may receive in part or full. 8. We understand there are no guarantees or a commitment to volume of revenue upon approval to the framework.   ………………………………………………………………………….................................. ............................................... Signature (duly authorised on behalf of the tenderer) Date  ………………………………………………………………………………………………………….  Print name  ………………………………………………………………………………………………………….  On behalf of (organisation name) | |
| **(9) Financial Rate Card Submission** |
| **See Tender Pack for attached Financial Rate Card Submission spreadsheet.**  For each service proposed, please populate a rate card in the Financial Rate Card Submission spreadsheet. These rate cards will form a part of your T&Cs, the price and outcomes submitted will remain consistent for the length of the contract. Pluss CIC reserves the right to select services to accept for the Specialist Providers' Framework. There is no guarantee that all financial rate cards submitted will be accepted – the selected services and financial rate cards will then form part of your T&Cs.  Each Party shall have the right to request revised price and outcomes on an annual basis through an annual review. This review will be in the form of a Tele kit, Face to Face or similar medium, in the event no annual review is carried out, the prices and outcomes of the rate card shall remain as is. (Any agreed revision of services and prices, must be agreed between the parties by form of variation in the contract).  Where a specialist provider is charging to Building Better Somerset, the specialist provider cannot draw down any additional funding for the activity carried out eg. other SPF funded programmes such as Multiply. In the event a specialist provider is discovered to be drawing down additional funding in any instance, Pluss reserves the right to claw back funds in line with the UKSPF guidelines. |

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| **(10) Invoicing** |
| **See Tender Pack for attached Invoicing standard example and below for details of the New Suppliers form.**  By accepting and submitting your response to this tender, you are confirming acceptance of adhering to a required standard of invoice set out by Pluss. In the event support is required to complete the New Suppliers form and / or generate invoices of the required standard, Pluss will provide support and training.  If your organisation is accepted onto the framework you will be required to complete the new vendor form here: [New Suppliers (office.com)](https://forms.office.com/pages/responsepage.aspx?id=c2N7y57PGkCegWGpBbQ6ZqRZ3PLvsyhBoOb8rB3RjwpUMTQyRjVET1JFMUpGUk5FNzZOUU1VSDI1UiQlQCN0PWcu) and then send proof of bank details to [newsupplier@seetec.co.uk](mailto:newsupplier@seetec.co.uk) (all detailed on the form).  If invoices are submitted before the New Suppliers form has been completed and processed then these invoices may not be processed. In the event that invoices aren’t up to the required standard, they will not be processed. |