

HMPPS CFO Activity Hub – Delivery Partner guidance for completing the EOI

What is the HMPPS CFO Activity Hub?

HMPPS CFO Activity Hub opportunity is to support offenders/ex-offenders to reduce re-offending, increase engagement with mainstream services and move people closer to the labour market. This will be delivered through bespoke, tailored delivery in community Hubs.

The Opportunity

Ingeus is seeking to partner with organisations that have experience of working with offenders/ex-offenders who have multiple, complex barriers. Organisations will put together and deliver bespoke activities that will engage the participant group. These are likely to be outside the usual mainstream provision and will be an innovative way to engage participants. Organisations need to be able to design, deliver and improve services through the delivery period.

We are also interested in hearing from organisations that can provide facilities – whether as Hub offices or community venues on a co-location basis.

General Guidance

- The Expression of Interest form will be used to evaluate the suitability of interested organisations, alongside their ability and track record, to meet the requirements to partner with Ingeus on the HMPPS CFO Activity Hub programme.
- Applicants should answer all the questions. Applicants should address their answers to this application only and should not include general marketing or promotional material.
- We value clear, concise and relevant information in response to the questions provided in the Expression of Interest Form.
- Failure to provide a satisfactory response to any of the questions may result in Ingeus not proceeding further with the organisation in question.
- Applications that score highly are those that provide unambiguous and detailed information

Delivery requirements

Delivery Partners will be expected to:

- Work co-operatively with Ingeus and partners, and local stakeholders, to deliver an integrated service for participants.
- Demonstrate commitment to achieving high levels of performance and quality, within a holistic participant-centred approach.
- Adhere to compliance and regulatory standards
- Contribute relevant skills, expertise and experience to the delivery and continuous improvement of the service.

We are keen to work with organisations that can demonstrate:

- Experience of successfully providing support to offenders/ex-offenders to manage complex barriers in an innovative way.
- Close links with local employers, stakeholders and other local government services (e.g. skills, health and housing services).
- The ability to work collaboratively in a creative manner, whilst maintaining the highest levels of compliance and quality.

To apply for the opportunity, please follow the below instructions:

Please complete the Expression of Interest form, outlining your capabilities to meet the requirements for delivery. Questions will be scored according to the criteria outlined in the table below. Following the scoring process partners will be notified as to the outcome of their application. If successful potential partners will be invited to take part in further dialogue and due diligence to determine suitability for the HMPPS CFO Activity Hub programme.

All questions will be scored based on the scoring criteria outlined here:

	Score	Scoring Principals
Excellent	5	The response very clearly address all the required elements of the question. It provides comprehensive evidence including dates, quantitative details and assurance that the organisation can meet and exceed the service requirements.
Good	4	The response clearly addresses all the required elements of the question and provides evidence that the organisation is able to deliver the required services in full. Some added value is offered.
Satisfactory	3	The response addresses the required elements of the question and provides evidence that the organisation is able to deliver the required services
Partial	2	The response does not address all elements of the question or provides unsatisfactory evidence that the organisation is able to deliver the required services.
Poor	1	The response provides insufficient evidence and/or little confidence that the organisation is able to deliver the required services to an acceptable standard.
Unacceptable	0	Completely fails to meet required standard or no information provided.

Specific Guidance on Assessment questions

Related Experience	<ul style="list-style-type: none"> • Please provide full information on any similar contracts you have delivered for MoJ or HMPPS. • Tick which participant groups your organisations has supported. • Please explain what experience and capabilities your organisation has of working with offenders/ex-offenders.
Service Delivery	<ul style="list-style-type: none"> • Indicate what services you are interested in delivering • Use the space at the end of each section to detail your relevant experience in delivering these interventions. • We are interested in the demonstrable experience and will look for how you can show your interventions have been successful. • Innovation and creative delivery methods are welcomed in your response. • Detail in Q14 your proposal – here, we are interested in how your proposal will support overall delivery and intentions to delivery.

	<ul style="list-style-type: none"> As this is voluntary provision, use this space to explain how you will maintain engagement with participants, including what methods you will use, who will do this and any experience you have that demonstrates your approach to engagement.
Delivery Infrastructure	<ul style="list-style-type: none"> Please indicate which regions you would be interested in delivering services. Include details of deliver premises addresses that are compliant with the Equality Act and could be used for this programme delivery. Please give a brief overview of the premises available to you, including information such as capacity, training rooms and IT access If you have any sites that could be used as either a Hub or satellite office, please provide these details in Q26. If your organisation is primarily interested in offering premises, please detail this in this answer.
Additional Information	<ul style="list-style-type: none"> Provide any information in the comment box that relate to the delivery in this opportunity. Please do not include general marketing or unrelated information in your answer.

Interested organisations are asked to complete the **Expression of Interest Form** on <https://www.smartsurvey.co.uk/s/HMPPSActivityHubEOI/> by no later than **5pm on 27th April 2020**

For any questions regarding the application process please email partnerships@ingeus.co.uk