



# Building Better Opportunities **Tender Form** **Social Inclusion for under 25s**

## PART ONE: YOUR ORGANISATION

### 1.1 ORGANISATION DETAILS

Organisation:

Contact name:

Address:

Postcode:

Email:

Position:

Date of submission:

Website:

Telephone:

Mobile:

Email:

Number of staff:

Company/Charity No.

VAT number

### 1.2 LEGAL STATUS

Private Limited Company

Public Limited Company

Registered Charity

Public Sector

Other (please specify)

## 1.3 COMPLIANCE WITH HR, HEALTH & SAFETY AND ENVIRONMENTAL LAW AND BEST PRACTICE

### EQUAL OPPORTUNITIES

YES NO

Does your organisation comply with statutory obligations under the Equalities Act 2010?

Does your organisation have a written Equal Opportunities Policy which complies with the Equality Act 2010

In the last three years, has any finding of unlawful discrimination or other breach of equality law been made against your organisation by any court or industrial tribunal? **If yes, please provide details on the 'supplementary information' page including what has been done to put things right**

In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or any previous equality commission on grounds of alleged unlawful discrimination? **If yes, please provide details on the 'supplementary information' page including what has been done to put things right**

### HEALTH & SAFETY

YES NO

Do you comply with your statutory obligations under the Health And Safety At Work Act 1974?

Does your organisation have a written Health and Safety policy in line with the Health And Safety At Work Act 1974?

In the last three years has your company been subject to any prosecutions or notices served by the Health and Safety Executive? **If Yes please give details on the 'supplementary information' page**

Does your organisation have a system in place for completing DBS checks for relevant staff and volunteers?

### ENVIRONMENT

YES NO

Do you have a documented Environmental strategy or hold an accredited standard (e.g. EMAS or ISO 14001)? If so, please provide evidence.

Does your company have an environmental policy? **If Yes please give details on the 'supplementary information' page**

### QUALITY

YES NO

Does your company hold any recognised industry standards (e.g. Investors in People/ Volunteering, PQASSO etc). If so, please provide evidence.

## 1.4 COMPLIANCE WITH HR, HEALTH & SAFETY AND ENVIRONMENTAL LAW AND BEST PRACTICE (CONTINUED)

### DBS CHECKS

YES

NO

Please confirm that all staff or volunteers who will have access to participants will have a DBS check prior to commencing service and employment

### GDPR - GENERAL DATA PROTECTION REGULATIONS

YES

NO

Have you ever had to report a breach of confidentiality?

Does your organisation comply with GDPR Guidelines?

Have your staff been trained to work within the guidelines?

Do you have an organisational privacy notice

## 1.5 INITIAL FINANCIAL DUE DILIGENCE

### PLEASE PROVIDE SOME BRIEF FINANCIAL DETAILS

Last financial year turnover

Last financial year profit / loss

Value of employer's liability insurance

Value of public liability insurance

Value of professional indemnity insurance

## 1.5 INITIAL FINANCIAL DUE DILIGENCE (CONTINUED)

### PLEASE ANSWER THE FOLLOWING

YES

NO

Are there any mortgages and/or charges against the assets of the organisation and any guarantees in favour of and/or issued by the organisation, or any other contingent liabilities? If there are any mortgages, charges or guarantees or any other contingent liabilities please provide details including the circumstances under which they may crystallise

If your organisation is part of a group, please provide a statement of the support that will be offered by other group companies for the delivery of the contract. Where cross group guarantees are in place, please provide the appropriate financial statements to confirm the financial stability of the organisation providing the guarantee, together with consolidated group accounts, where appropriate

Has your organisation had any contracts terminated over the last three years?

Has a receiving/administrative or winding up order been made against the organisation or an individual or has a winding up order been passed or a receiver, manager, administrator equivalent been appointed?

Have any other the Directors, senior managers or trustees of the organisations been found guilty of fraud, been involved in any company which has had a winding up order or had an administrator appointed or been disqualified from being a director?

Are there legal proceedings, including bankruptcy or winding up petitions in progress that may affect the performance of contract obligations or has the organisation been prosecuted under EU/National law in the last three years?

Has the organisation ever failed to fulfil any obligations regarding the payment of social security/UK taxes or possession of a license/membership of an organisations where the law required it?

# PART TWO: YOUR PROJECT

## 2.1 TRACK RECORD

Please answer specifically the questions outlined below:

- Does your organisation have experience of delivering youth focused services?
- Have you had previous experience of delivering programmes including group work to build the skills and confidence of NEET young people?
- Please outline successful education, training and employment outcomes you have achieved for young people
- What other delivery / departments of your organisation and externally could you link with to enhance programme delivery and benefit a young person's experience?

Question weighting - 6. Maximum score – 24 Maximum Word Count 500

## 2.2 APPROACH TO DELIVERY

Please answer specifically the questions outlined below:

- Please outline how you propose to deliver this service including the provision you will offer in relation to the 'Tender Specification/Service Requirements' outlined in the specification
- Who are the key partner organisations you will work with and how would you ensure a joined up approach with project delivery partners?
- What innovative and creative approaches will you deploy to delivery?
- How to you plan to deliver and achieve the Target Expectation outlined in the Tender Specification

Question weighting - 6. Maximum score - 24, Maximum Word Count 500

## 2.3 SKILLS AND FACILITIES

Please answer specifically the questions outlined below:

- What are the technical skills and personal attributes of your staff that would help them deliver the YES MEDIA programme? E.g. Have they worked with the target group of young people before? Have they delivered equivalent programmes before? Do they have an understanding of the needs of NEET young people in Leicester/shire?
- Please provide a detailed account of the potential location, facilities and resources you would use to run the programme.

Question weighting - 5. Maximum score - 20, Maximum Word Count 500

## 2.4 GEOGRAPHICAL COVERAGE

How will you ensure that young people across Leicester City and Leicestershire are aware of the programme and have the opportunity to participate?

What do you think the key challenges will be in relation to this and how will you overcome them?

Question weighting - 4. Maximum score - 16, Maximum Word Count 500



## PART THREE: DECLARATION

### PLEASE READ AND SIGN

- I confirm that I am duly authorised to sign this declaration on behalf of the applicant organisation.
- I certify that the information given in this expression of interest is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.
- I confirm that my organisation has the legal power to set up and deliver the project described in this application form.

Name of Organisation

Signatory Name

Signature

Date