



**Summary Sheet  
for Procurements valued at £10,000+**

<b>Procurement Reference No #:</b>	<b>BIG001-0991</b>
<b>Procurement Title</b>	Organisational and Financial Resilience: mapping and assessing support for third sector organisations in Wales
<b>Cost inc VAT</b>	£18,000
<b>Costs within approved budget?</b>	Yes
<b>Term</b>	4 months
<b>Required contract start date:</b>	September 30 <sup>th</sup> 2018
<b>Legal Contact/Contract Manager</b>	Rob Roffe

**1. Summarise the services and the reasons why they are required:**

The Fund requires a third party to conduct research that maps and assesses the sources of support available to third sector organisations in Wales that will help with their organisational and financial resilience.

The fund has been considering the support we can offer our customers over and above awarding grants. As part of that we are looking at the potential support that our funding officers can provide as part of assessment and grant management, and to improve our understanding and awareness of the support available from other agencies so that we can signpost towards them. This research will allow us to signpost customers to sources of support more effectively.

We have also been engaging with our stakeholders to challenge how we collectively adapt our approach to supporting organisations to become more flexible, resilient and financially sustainable. While this research will primarily inform our internal work, it will also be shared with other stakeholders to inform the wider debate in Wales around organisational and financial resilience. This will help us to 'be a catalyst for others' in line with our Strategic Framework principles.



<b>2. Implications/risk to Fund if service is not procured:</b>
<p>This is a key part of our Business Plan for 2018-19. If this research is not procured our ambition to provide better support to our customers will be compromised, and our desire to provide more support to organisations to become more resilient will be undermined. There would also be negative presentational implications as our stakeholders are expecting us to commission this research, which will also be of interest and use to them.</p>
<b>3. How will this service/supply offer the Fund Value for Money?</b>
<p>By obtaining the services of a third party with relevant expertise to deliver this work the Fund will be able to acquire the research outputs more efficiently and in a timelier manner than if it were to attempt to conduct the work 'in house'. By competitively tendering for the work we can select from a range of prospective providers and select the one that offers the best value to the Fund within the financial parameters specified elsewhere in the PSS.</p>
<b>4. What procurement process will be followed? (please consult with Contracts &amp; Procurement Team)</b>
<p>The Fund's standard process for contracts worth between £10,000 to £181,302 excluding VAT will be followed for this procurement. The tender opportunity will be published in the Government's Contracts Finder e-procurement portal and on the Sell2Wales procurement portal.</p>
<b>5. Are resources available to manage this contract and who will manage this contract?</b>
<p>Provision has been made within the Wales operating Budget for 2018-19, and the necessary funds will be drawn from the 'Experts' budget line (WAAD 4103). The Finance Team has confirmed that the funds to cover the cost of this procurement are available. The contract will be managed by Rob Roffe, Head of Knowledge &amp; Learning.</p>



**Procurement Scope Sheet**  
For all procurements valued at £10,000 or over

**Procurement Title:**  
(Provide a descriptive title for the subject procurement)

Organisational and Financial Resilience: mapping and assessing support for third sector organisations in Wales				
<b>Reference No</b> <i>For Procurement Dept use only</i>	<b>Requestor's Name:</b> <i>(Enter the name of the person requesting this PSS)</i>	<b>Budget Holder</b>	<b>Directorate name:</b> <i>(Enter the name of your Directorate)</i>	<b>*Cost Code:</b> <i>(Enter the Cost Code to be charged)</i>
	Rob Roffe, Head of Knowledge & Learning	Andrew Owen	Wales	WAAD 4103

**Instructions for completion**

- The form can be filled out electronically by typing into the blank boxes.
- Attach any supporting documentation when submitting your form
- Fields marked "Procurement Department use only" should be left blank. All other fields must be completed.
- When completed, email to [procurement@biglotteryfund.org.uk](mailto:procurement@biglotteryfund.org.uk).

**NOTE: Please submit this form to Procurement** ([procurement@biglotteryfund.org.uk](mailto:procurement@biglotteryfund.org.uk)) **for completion of Section 7 and overall review. Procurement will return it to you for sign-off as appropriate dependent on value. Forms that require Chief Executive and/or Board Chair approval must be provided to Procurement to progress for approval.**

**After forms are fully approved, please ensure a signed copy is provided to Procurement** ([procurement@biglotteryfund.org.uk](mailto:procurement@biglotteryfund.org.uk)) **for record retention purposes**

- Budget approval levels:

Anticipated contract total value (including VAT)	Approval required
£10,001 to £250,000	Director (or approved delegate)
£250,001 and above	Chief Executive & Board Chair



## BUDGET APPROVALS

<i>(Type N/A in signature blocks, if approval level is not applicable)</i>			
Role	Name	Signature	Date
Procurement Team Lead	Barry Higgins	<i>Barry Higgins</i>	14 September 2018
Budget Holder (or approved delegate)	Andrew Owen	<i>Andrew Owen</i>	14 September 2018
Director (or approved delegate)	John Rose	<i>John Rose</i>	21 September 2018
Chief Executive	n/a		
Board Chair	n/a		

An approved copy of this form should be attached to corresponding purchase orders when they are submitted to the Finance Department.

### 1. Detailed Scope

*(Describe and provide a detailed breakdown of goods, services or work required, including estimated costs and contract deliverables).*

The aims of this research are to:

- Identify and document services offered by organisations to the third sector in Wales that can support them to become organisationally and financially resilient
- To consider services that are offered regionally, Wales-wide and UK-wide, and that are available to third sector organisations in Wales
- To identify and/or develop case studies that highlight the positive impacts that these services have



- To document evidence of the impact and effectiveness of these services where it exists.

In taking forward this research we anticipate that the following questions will be considered:

- What services are offered by the 'established' third sector infrastructure in Wales (i.e. WCVA, CVCs, Wales Co-operative Centre) to third sector organisations to assist with organisational & financial resilience?
- What support is offered by other organisations - third, public & private sector - to third sector organisations to assist them with organisational and financial resilience?
- What does the available evidence suggest about the impact and effectiveness of this support?
- How does this support vary regionally?

We anticipate that the successful research consultant will use a mixture of desk based research and interviews with service users to both map out and assess the effectiveness of the services available to third sector organisations in Wales. Beyond this we do not wish to constrain proposals in terms of the methods they may wish to use.

The deliverables that we require as a result of this work are as follows:

- A contract inception meeting with the Fund's contract manager
- A draft directory of the support services identified including contact details and a synopsis of the services offered
- A draft report addressing the research aims and questions
- A minimum of 5 draft case studies highlighting the positive impacts that such services have had
- A contract management meeting to receive feedback from the fund on the draft documents
- Final versions of the directory, report and case studies referred to above
- A presentation to the Fund's Staff and/or committee on the research and its findings.

The estimated cost of providing these deliverables is £15,000 (£18,000 including VAT).



## 2. Conflict of interest

*(Show any known or suspected conflicts of interest in relation to this prospective procurement)*

*No conflicts of interest have been identified.*

## 3. Contractual Terms of Business & Contract management

*(Identify any special terms required)*

*Not applicable.*

## 4. Sustainable Procurement Considerations

Have you considered how you can use this procurement process to meet your service needs, obtain value for money and address social issues? Issues such as unemployment for example (by requiring the provider to offer training placements to the long term unemployed) or the environment (by requesting a product made from recyclable materials)?

It is a legal obligation to consider social value issues for procurements above the OJEU threshold but it is good practice to consider it for all procurements where to do so will still enable the Fund to achieve value for money.

Yes. The prime purpose of this research is to better inform the Fund and its stakeholders of the support that is available to third sector organisations to make them organisationally and financially resilient. Strong third sector organisations are an essential part of civil society and help communities to take action on their terms to address the issues that matter to them. This research will therefore help to create social value by helping us to create stronger third sector organisations.

A guide on how you can incorporate sustainability issues into your procurement process can be downloaded from the Contracts and Procurement Team resources page on the intranet.

## 5. Equality Considerations

Have you considered how the services or goods you are procuring will meet the needs of different users? This consideration is necessary in order to ensure the Fund complies with the public sector equality duty set out in the Equality Act 2010.



Yes. While organisational and financial resilience is a challenge for many third sector organisations, our experience has shown that it is a particular challenge for organisations representing BAME groups. Our stakeholder engagement work and research has shown that it is a significant barrier to these organisations accessing and benefiting from Lottery Funds. As well as informing Wales Directorate more widely, the research will be shared with our Wales Equalities Group who have been working with BAME organisations and communities to overcome barriers and support them to access Lottery Funds. It will support them with their ongoing outreach work.

Guidance on how you can incorporate equality considerations into your requirements is set out in Part C of the Procurement & Contracts Management Manual which is available to view on the Contracts and Procurement Team resources page on the intranet.

## 6. IT

If your procurement has an IT element (i.e. the creation of a website or maintenance services to support existing software etc) please confirm you have consulted IT and/or the Digital Media.

Not applicable.

## 7. Overall Procurement risk level:

*(For Procurement Dept use only)*

Low Risk. The requirement will be competitively tendered in accordance and compliance with the Fund's procurement policies and procedures and the Public Contracts Regulations 2015. Compliance will be achieved by advertising the tender on the Government's Contracts Finder e-procurement web site, the Sell2Wales procurement portal and the Fund's Bravo e-tendering web site.

Tender documents will also be published in the Welsh language and bids will be permitted in the Welsh language in accordance with Fund policy.

## 8. Section 43 Approvals (if relevant):

If funding for this contract is coming from the grants budget as opposed to the corporate budget please confirm you have obtained the required approvals by completing the "Section 43 Approvals" box at the end of this document.



<p>1. The [England/Wales/Scotland/NI and UK Committee] approved this spend on [Insert Date]</p>	<p>Minute recording approval attached: Yes <input type="checkbox"/></p>
<p>2. Have you submitted this Procurement Scope Sheet to the Deputy Director of Finance and the Deputy Director of Legal and obtained approval that the grant budget can be used for contract spend as a Section 43 arrangement?</p>	<p>Evidence attached:</p> <p>Finance <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Legal <input type="checkbox"/> Yes <input type="checkbox"/></p>

If you are procuring a Section 43 contract then you must complete the questions in Annex 1.

## 9. APPROVALS

<i>(Type N/A in signature blocks, if approval level is not applicable)</i>			
Role	Name	Signature	Date
Procurement Team Lead			
Budget Holder (or approved delegate)			
Director (or approved delegate)			
Chief Executive			
Board Chair			





### Annex 1 - Checklist to identify whether your proposal is eligible for section 43 compliant spend

#### 1. Who is the beneficiary of the services under the contract?

Are they identifiable organisations or a class of organisations (e.g. all development grant recipients under X Programme?)

**Answer:** \_\_\_\_\_

#### 2. What kind of deliverables will the Service Provider provide under the contract?

Please outline each deliverable and a rough estimated of the costs in the Table A below

Deliverables	Estimated costs	Who is recipient/s of deliverables?	Who will benefit from the deliverables?	S43 Compliant* (Yes/No)
1				
2				
3				

#### 3. Who is the recipient of the deliverables - an identifiable organisation or the Fund?

Please specify all possible beneficiaries of the services procured in the Table below (e.g. grant holders (development and/or full grant) under a current programme, support and development contractor under the programme; potential future applicants or wider voluntary sector stakeholders, Government policy advisers, etc).

**Answer:** \_\_\_\_\_

#### 4. Will the Fund be the only or principle recipient of all/ any of the deliverables?

Please specify which deliverable(s) will be received by the Fund

**Answer:** \_\_\_\_\_

#### 5. Will the Fund benefit from any of the deliverables under the contract?

Please identify any deliverable which will be for the direct benefit of the Fund (e.g. the final report may contain recommendations for the Fund and/or



provided to the Fund for its own purposes of evaluation, future programme design and market understanding)

**Answer:** \_\_\_\_\_