

Shared Endeavour Fund – Grant Fund Manager ITQ Clarification Questions

Question	Clarification
<p><u>C.1 Organisation's Details</u> Do you require a response for the box which reads Look at the RP policy? Please can you confirm which policy this refers to.</p>	<p>This question was left in the Invitation To Quote template in error and can be ignored. No benefits or penalties will be attached to any response provided during evaluation.</p>
<p><u>C.6.2 Readiness and ability to deliver within the agreed timescales</u> Are we able to attach appendices to the application which contain a Gantt chart to support our answer to C6.2?</p>	<p>Yes, limited to one A4 sized attachment.</p>
<p><u>B1.1</u> – can I double check this is an opportunity to bid for the Grant Fund Manager and not the Independent evaluator as stated on A2.1?</p>	<p>Yes, this is an error and has been amended in the ITQ document.</p>
<p>Grant size – is there a grant size range (min-max) you want to aim for? Can you share the draft grant tiering mentioned at B4.2?</p>	<p>This is to be confirmed however, last year's highest grant was £45,000 and the highest grant for Call 3 of the SEF is likely to be the same, or very similar.</p> <p>Last year the grant Tiers were £10,000-£22,500, and £22,501-£45,000. Grant Tiers for this contract are likely to remain the same, or close to this, but this has yet to be confirmed.</p>

<p>Cohort size – is there a cohort size you want to aim for? The number of organisations that will benefit from Call 3, how many benefitted from Call 2?</p>	<p>There is no specific cohort size we are aiming for, grants will be allocated with regards to quality and need. However, in Call 2 there were 19 funded projects and we would estimate it would be a similar number of projects again.</p>
<p>Project delivery timescale – based on the schedule on pg 19, do organisations get their grant in 2 tranches? Sept 22 and April 23? How long do they get to deliver their projects?</p>	<p>Project delivery will likely be from September 2022 until the end of March 2023. Currently grantees receive 40% up front, 40% after a mid term review, and final 20% of their grant upon submission of their final report and evaluation data.</p>
<p>Key deliverables – can I confirm that the key deliverables are the KPIs on pg 19?</p>	<p>Yes, these are the contract Key deliverables.</p>
<p>Amplification events and visits – based on previous years, how many amplification events do you normally host and how many project visits do you aim to attend?</p>	<p>In Call 2 we did not host any amplification events prior to the opening of the grant application process. Once grants had been awarded we held a welcome/networking/training event for grantees, with input from our contracted Grant Fund Manager and Independent Fund Evaluator.</p>
<p>How many projects does MOPAC anticipate funding in Call 3, and approximately how many applications should be expected?</p>	<p>In Call 2 there were 19 funded projects from 45 applications, and we would estimate it would be a similar number of funded projects again.</p>
<p>Please could you explain the “tiering of grants” (it looks as if a table may be missing from the ITT)?</p>	<p>This is to be decided, however, last year's highest grant size was £45,000 and the top grant for Call 3 of the SEF is likely to in this region.</p> <p>Last year the grant Tiers were £10,000-£22,500, and £22,501-£45,000. Grant Tiers for this contract are likely to remain the same, or close to this, but this has yet to be confirmed.</p>

Could the prospectus, other guidance, and a link to the provider's application portal be hosted on London.gov.uk?	<p>MOPAC would be happy to link to the prospectus, any guidance and the provider's portal on London.gov.</p> <p>The requirement is, however, for the portal and associated documentation to be hosted and managed by the provider.</p>
Will MOPAC provide a template grant agreement? Can this be shared now?	There is no grant agreement or template available to be shared at this stage. It is expected the provider would provide this and agree the details and any amendments with MOPAC.
We understand some organisations may be paid upfront, and some in arrears. Is a mid-term payment also expected in each case?	Project delivery will likely be from September 2022 until the end of March 2023. In Call 2 grantees received 40% up front, 40% after a satisfactory mid term review, and the final 20% of their grant upon submission of an approved final report and evaluation data.
How many assessors (aside from the providers' own three staff) will be involved in moderation, and will the provider be in any way liable for the timeliness of their work?	<p>At least two assessors are expected to be involved from MOPAC and an estimated 2-3 from the Independent Fund Evaluator.</p> <p>All assessors will be required to complete their scoring prior to the agreed moderation date(s) and are responsible for their own outputs.</p>
There are references both to a single and multiple moderation panels (over 2-3 days, per B4.20) – please could you clarify what is expected?	Based on previous Calls of the Shared Endeavour Fund, it is expected the moderation meetings will take 2-3 days.
Is it correct that eligibility checks need only verify organisational status as per B4.17?	Prior to moderation, yes.
Is it correct that only DBS certification and financial capability (grant:turnover ratio) are required to be checked in terms of due diligence, prior to issuing grant agreements?	The provider is expected to carry out appropriate due diligence on all shortlisted grantees including finance capability and DBS, but this is likely to also include safeguarding policies are in place and any other checks as agreed with MOPAC following contract award.

Can summary CVs of the proposed team be provided outside the word limit of Question 1?	A short summary of staff CV's may be provided as an attachment of no more than one side of A4 at Font size 12 Calibri.
On the point B4.7, would you expect assessments of each application conducted by 3 different people (i.e. 3 assessments of each application) or is this more a lighter touch scoring exercise for shortlisting?	<p>The provider is expected to score each application. The resourcing for this is up to the provider. For example, in Call we received 45 applications and each member of the Grant Fund Manager team individually scored a different batch of 15 applications, before coming together with MOPAC for the moderation to agree consensus scores.</p> <p>MOPAC representatives, however, will each provide a score to every application.</p>
A5.2 Freedom of Information Please can you provide us with the Commercial Sensitivity form mentioned here.	This form has added as an attachment to the Contract Finder notice and emailed to all known potential providers who have contacted MOPAC.
B4.2 Service Requirements Please provide us with the draft table of tiering referred to here to assist us in case of upcoming changes to tiering.	Last year the grant Tiers were £10,000-£22,500, and £22,501-£45,000. Grant Tiers for this contract are likely to remain the same, or close to this, but will be agreed between MOPAC and the provider.
C5 Mandatory Pass/Fail Questions Do you require the documents listed here (insurance policies etc.) to be included in our tender submission or will they be requested from us at a later stage?	No, however these documents may be requested from the preferred bidder prior to finalising the contract as part of due diligence.

<p>C6.2 Readiness and ability to deliver within the agreed timescales</p> <p>Are we able to include more detailed CVs as appendices to support the summary staff profiles within our response provided for this question?</p>	<p>A short summary of staff CV's may be provided as an attachment of no more than one side of A4 at Font size 12 Calibri.</p>
<p>The provider is to ensure at least 3 members of staff score applications. Assume the supplier would score once and a Panel member once?</p>	<p>The provider is expected to score each application. The resourcing for this is up to the provider. For example, in Call we received 45 applications and each member of the Grant Fund Manager team individually scored a different batch of 15 applications, before coming together with MOPAC for the moderation to agree consensus scores.</p> <p>MOPAC representatives, however, will each provide a score to every application.</p>
<p>We expect to base the costing model on one round with 50 applications reviewed and assessed with 20 grantees, is this ok or do you have any particulars?</p>	<p>This is a reasonable expectation. For example, in Call 2 there were 45 applications with 19 being awarded grants from the £600,000, although we cannot say how many applications we will receive in total.</p>
<p>Is it expected that there will be one face-to-face site visit to each grantee or is there a sample or mix of face-to-face and virtual calls?</p>	<p>MOPAC staff will endeavour to visit as many projects in person as practicable. The provider will be expected to facilitate these arrangements and will be encouraged to also visit projects where appropriate.</p> <p>This is distinct from the requirement for the provider to manage the reporting obligations of projects.</p>

Are there a minimum number of amplification events/promotions to be held as part of the programme delivery?	<p>If there is a pre-application amplification event, there is unlikely to be more than one.</p> <p>There is likely to be a MOPAC-led event for those who are successfully awarded grants, to provide support and networking opportunities, and it would be expected that the provider would attend and support this.</p>
In relation to events mentioned in Q5, would MOPAC premises host the event or would MOPAC or the supplier need to source a venue?	Either of these is a possibility - but MOPAC would make any venue arrangements.
Can you please clarify the legal organisation types of Voluntary Sector Organisations?	There are a range of different legal structures that voluntary sector organisation can have. The structures do not necessarily define whether an organisation is part of the voluntary sector or not.
Please can you confirm what RP stands for in RP policy?	This question was left in the Invitation To Quote template in error and can be ignored. No benefits or penalties will be attached to any response provided during evaluation.
Is the £60,000 maximum cost inclusive or exclusive of VAT?	The maximum budget of the contract is exclusive of VAT

<p>Are checks expected to be carried out on organisational status, eg. verifying charity registration number on the Charity Commission website, and if so is this expected to take place before or after the moderation panel?</p>	<p>The following groups will be eligible to apply for the Shared Endeavour Fund:</p> <ul style="list-style-type: none"> Registered UK Charities Charitable Incorporated Organisations Companies Limited by Guarantee Not for Profit Registered Community Interest Companies Constituted Community Groups Voluntary Sector Organisations <p>Eligibility checks would need to be completed prior to application scoring and moderation.</p>
<p>Will grant agreements be issued in MOPAC's name or the supplier, and is the supplier expected to both prepare and issue these?</p>	<p>Grant agreements will be issued by the provider in their name.</p>
<p>Can you please clarify what sort of support may be required for amplification events – might this be administration, attendance or merely publicising?</p>	<p>This is likely to be attendance and publicising, with any administrative assistance agreed between MOPAC and the provider.</p>

<p>Are you able to say any more about expectations of the supplier's own assessors – will they work in partnership with MOPAC's own assessors, or undertake a separate initial scoring? We appreciate "approximately three" will depend on the volume of applications received, but can you share the assumptions you have made re volumes per assessor?</p>	<p>The provider is expected to score each application. The resourcing for this is up to the provider. For example, in Call we received 45 applications and each member of the Grant Fund Manager team individually scored a different batch of 15 applications, before coming together with MOPAC for the moderation to agree consensus scores.</p> <p>MOPAC representatives, however, will each provide a score to every application.</p> <p>Scoring of applications will be undertaken individually, with a consensus score reached during moderation.</p> <p>MOPAC will be able to provide assistance and information to the provider's staff on the expectations of quality scoring, especially as it relates to the policy area of tackling hate, intolerance, extremism and radicalisation, although an awareness of these issues would of course be desirable.</p> <p>MOPAC representatives on the moderation panel will provide a score to every application received.</p>
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