Building Better Opportunities **Tender Form**

**Skills & Training Provision**

**PART ONE: YOUR ORGANISATION**

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| **1.1 ORGANISATION DETAILS** |

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| **Organisation:** |  |
| **Contact name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email:** |  |
| **Position:** |  |
| **Date of submission:** |  |
| **Website:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Number of staff:** |  |
| **Company/Charity No.** |  |
| **VAT number** |  |

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| **1.2 LEGAL STATUS** |

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|  | **Private Limited Company** |  | **Public Limited Company** |
|  | **Registered Charity** |  | **Public Sector** |

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| **Other (please specify):** |  |
| **1.3 COMPLIANCE WITH HR, HEALTH & SAFETY AND ENVIRONMENTAL LAW AND BEST PRACTICE** | |

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| **1.3.1 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 |  |  |
| **1.3.2 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 |  |  |
| **1.3.3 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 on the ‘supplementary information’ page |  |  |
| Does your company have an environmental policy? If Yes please give details on the  ‘supplementary information’ page |  |  |
| **1.3.4 QUALITY** | **YES** | **NO** |
| Does your company hold any recognised industry standards (e.g. Investors in People/  Volunteering, PQASSO etc). If so, please provide evidence on the ‘supplementary information’ page. |  |  |
| **1.3.5 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 |  |  |
| Does your organisation have a system in place for completing DBS checks for relevant staff and volunteers? |  |  |
| **1.3.6 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? |  |  |

**1.2 LEGAL STATUS**

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| **1.4 INITIAL FINANCIAL DUE DILIGENCE** |

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| **1.4.1 PLEASE PROVIDE SOME BRIEF FINANCIAL DETAILS** | |
| Last year financial turnover |  |
| Last financial year profit/loss |  |
| Value of employer’s liability insurance |  |
| Value of public liability insurance |  |
| Value of professional indemnity insurance |  |

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| **1.4.2 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 crystalise |  |  |
| 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 SERVICE**

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| * 1. **TRACK RECORD** |

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| * Does your organisation have experience and an excellent track record in delivering Skills & Training development opportunities to individuals? * Have you had previous experience of delivering programmes to disadvantaged families and those from diverse backgrounds with complex needs? * Please provide a successful example of similar work you have delivered where there has been a successful outcome.   **Question weighting – 6. Maximum score – 24. Maximum Word Count – 500.** |
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| * 1. **APPROACH TO PROVISION OF SKILLS & TRAINING SUPPORT** |

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| * 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 Tender Specification. * What innovative and creative approaches will you deploy to delivery? * Please outline how you will ensure that you will meet the needs of the target group, delivering support to participants. * Please can you outline how you plan to deliver and achieve the Target Expectation outlined in the Tender Specification with timescales, milestones & success measures and attach as an annex.   **Question weighting – 5. Maximum score – 20. Maximum Word Count – 500.** | |
| **I have attached the annex to this application as requested above:** |  |
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| * 1. **STAFF DETAILS INCLUDING SKILLS AND EXPERIENCE** |

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| * What are the skills, qualifications and personal attributes of your staff that will be involved in the delivery? E.g. Have they delivered equivalent programmes before? Do they understand the needs of the target group? * Please provide an outline of the approaches and resources you will use to deliver the support.   **Question weighting – 4. Maximum score – 16. Maximum Word Count – 500.** |
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| * 1. **BUDGET BREAKDOWN TABLE** |

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| Please provide a detailed breakdown including unit cost, inclusive of VAT and all costs for delivery and resources.  Please complete the table below. You may not require all of the categories so only fill in the lines applicable to your delivery. Please note that all costs must be inclusive of VAT when calculating your budget and must solely be used for BBO. For more information, please refer to [**Section 8.1 Costs**.](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section8/8-Section-eight-Costs-and-expenditure-v10.pdf?mtime=20211001084946&focal=none)  **Contract Value**  Up to **£66,000\*** is available for the completion of this work and the whole amount agreed will be paid quarterly from **25th July 2022** until **31st March 2023.**  **\*Figure is inclusive of 15% of direct staff costs**.  **Question weighting – 3. Maximum score – 12.** |

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| **Cost Category** | **Budget (£)** |
| Direct Staff costs including:   * employer's NI and pension contributions * any taxable incentives linked to pay |  |
| 15% of Direct Staff costs |  |
| Consumables (e.g stationery) |  |
| Equipment Up To £1,000 |  |
| Marketing and promotion |  |
| Staff expenses |  |
| Storage of Evidence |  |
| Volunteer Expenses |  |
| Other (please comment below) | |
|  | |
| **TOTAL**: |  |

**PART THREE: DECLARATION**

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| **PLEASE READ AND SIGN** |

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| * 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. |

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| **Name of organisation** |  |
| **Signatory name** |  |
| **Signature** |  |
| **Date** |  |

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| **SUPPLEMENTARY INFORMATION** |

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