

Procurement of a Meet Up Independent Strengths Review

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| Focussing on the environment in which Meet Up operates within The Benjamin Foundation.Funded by |
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| Date tender documents issued |
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|  |
| **[22/01/19]** |

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Appendix 1 Service Level Agreement (Contract) and Confidentiality Agreement

# Context and requirement

* 1. Reason for the procurement

The Benjamin Foundation (TBF) was awarded a grant of £382,520 from The Big Lottery on the 1st November 2018 to support 3 further years of the delivery of Meet Up, a community-based youth and family centre located on the Redcastle Furze estate in Thetford, Norfolk. Of the overall sum, £15,000 was awarded as part of the Building Capacity fund, of which £7,000 has been set aside to carry out an Organisational Strengths Review of Meet Up within the wider context of TBF’s work.

Meet Up has been in receipt of Reaching Communities funding from 2009. In that time it has developed from an empty, semi-derelict community centre to the vibrant, busy and effective street level resource it is today. The Big Lottery Fund has been the main funder during this time, understanding the importance it plays in grass roots delivery.

Meet Up has become an intricate part of the Redcastle Furze community. Participation in all it has to offer is not only considered a rite of passage for many of the young people on the surrounding estates but, because of its wider community approach, it has also gained huge support from all age groups throughout the area.

As a result of its success the centre now offers a range of activities to address different areas of need, such as:

* Twice weekly Youth Club/Drop In sessions (regularly attended by upwards of 60+ young people)
* Life Skills Support Group
* Parents Support Group
* Parent & Toddler Group
* Counselling Service
* Senior Citizen Lunch Group

The centre also offers a space for other professional services to deliver activities, such as:

* ASD Helping Hands (Support for Parents and Young People who are affected by Autistic Spectrum Disorder)
* LGBT+ Youth Group BLAH providing a safe venue, away from the scene where young LGBT people can have the opportunity to talk about issues affecting them

Looking ahead, TBF now needs to develop a secure revenue stream to allow it to continue delivering and developing the service beyond the end of the current grant period which ceases on 1st Nov 2021. Therefore, TBF is looking for an external agency to analyse the service and investigate how best this future funding support can be accomplished by both TBF and Meet Up.

* 1. Requirement

The independent strengths review needs to focus on the environment in which Meet Up operates, including investigation into the following areas:

* The track record of The Benjamin Foundation in relation to Meet Up
* How TBF can develop its organisational structure to better support the service after November 2021
* How TBF can specifically develop its social enterprise offer (delivered through The Benjamin Foundation’s trading company Ben’s Social Enterprises) to provide an adequate funding stream for Meet Up
* An analysis of the skills TBF has in place to help with the next stage of Meet Up’s development, and those areas that need to be developed

**A BUDGET CAP OF £7,000 INCLUSIVE OF VAT HAS BEEN SET FOR THIS PROCUREMENT EXERCISE.**

# The Forms

* 1. Forms for completion by potential contractor(s)

The Forms that make up this document and requiring completion by prospective contractor(s) are labelled A to G. All the Forms that you must complete and return to The Benjamin Foundation are contained in this document, unless otherwise indicated. You may not be required to complete some of the Forms, and this will also be indicated in the table below. The completed Forms are part of the service level agreement (contract).

The Forms labelled A to G are:

|  |  |
| --- | --- |
| **Section** | **Purpose** |
| Form A – Details about the Organisation/Individual(s) | This tells us about you/your business/organisation and who is applying. |
| Form B – Risk Factors | This tells us whether there are any grounds under which The Benjamin Foundation would be at risk from awarding this contract such as non-payment of taxes, whether you/ your business/organisation is bankrupt or whether you and/or your business/organisation or people associated with you/your business organisation have been convinced of certain serious offences.  |
| Form C – Compliance with minimum Standards | This form checks your experience in delivering the type of service required and whether you hold the relevant registrations (where necessary). It includes finance, Health and Safety and other checks relevant to the tender.  |
| Form D – Willingness and ability to comply with tender requirements | This form checks whether you are prepared to be bound by and enter into a contract covering all associated contract requirements without change, and whether you hold the relevant insurances.  |
| Form E – Quality | This form seeks to determine how you will deliver the service required. Your proposed approach forms part of the contract. |
| Form F – Price  | This form is about the price you will charge for the service(s) provided under the terms of the tender. |
| Form G – Checklist and declaration | This form is your checklist to ensure that you have included everything required and your declaration that you are prepared to deliver against the requirements set out for this procurement and under the terms and conditions issued by The Benjamin Foundation. |

# Procurement Process and Timeline

The tender timetable, outlined below, is for guidance only and potentially subject to change. The Benjamin Foundation reserves the right to amend its processes and timetables accordingly.

|  |  |
| --- | --- |
| **Tender reference number** | TBF-MU-001-2019 |
| **Tender title** | Independent Strengths Review of Meet Up |
| **Contracting Authority’s name and address** | The Benjamin Foundation23-27 St Andrews StreetNorwichNorfolkNR2 4TPUnited Kingdom |

|  |  |
| --- | --- |
| **Final deadline for submission of clarification questions relating to this procurement** | 8 Feb 19 |
| **Deadline to request further explanation about clarification answers (no new questions to be introduced)** | 13 Feb 19 |
| **Deadline for submission** | 15 Feb 19 |

|  |  |
| --- | --- |
| **Address for submission** | The Benjamin Foundation23-27 St Andrews StreetNorwichNorfolkNR2 4TPUnited Kingdom |
| **Interview date** | 20 Feb 19 |
| **Expected date for issuing intention to award letters and for standstill period to commence** | 22 Feb 19 |
| **Contract Award** | 25 Feb 19 |

Form A: Prospective Contractor Details

**Prospective contractor(s) should edit the header of this form, inserting their trading name. If bidding in conjunction with another organisation/individual(s), all must complete Forms A to G.**

**Part 1 of Form A asks for information relevant to the procurement.**

**Part 2 of Form A is information relevant to contract management if your bid is successful**

## Part 1

|  |  |
| --- | --- |
| Name of organisation/individual(s)  |  |
| Trading as… |  |
| Are you bidding in conjunction with another organisation/individual(s)? | Answer ‘yes or no’  |
| Name of other organisation/individual(s)  |  |
| **Person managing tender** | **Director, partner, trustee overseeing tender** |
| Mr/Mrs/Ms/Other       | Mr/Mrs/Ms/Other       |
| Name |       | Name |       |
| Address |                      | Address |                      |
| Postcode |  | Postcode |  |
| Country |       | Country |       |
| Phone |       | Phone |       |
| Mobile |       | Mobile |       |
| Email |       | Email |       |
| **Registered office address** | **Organisation/individual(s) registration numbers, as applicable** |
|       | Company registration no.  |       |
|        | Charity registration no.  |       |
|       | VAT registration no. |       |
| Postcode |       | Level of VAT to be charged | Choose an item. |
| Country |       | Self-employment UTR |       |
| **Group structure (as applicable)** | **Type of organisation (select one box only)** |
| Name of immediate parent organisation |       | Sole Trader |[ ]  Public sector |[ ]
| Name of ultimate UK holding company |       | Partnership(Unincorporated) |[ ]  Private Company |[ ]
| Company regn. no. of ultimate UK holding co. |       | Limited Liability Partnership (‘LLP’) |[ ]  Public Limited Company |[ ]
| Name of ultimate parent organisation |       | Private Co. Limited by Guarantee |[ ]  VCSE, please select: Choose an item. |
| If known, DUNS number  |       | Other (please write in): |       |
|  |  | Are you a SME? Yes/No |       |

## Part 2

|  |  |
| --- | --- |
| **Who will manage the tender** | **Email addresses and phone numbers of relevant contacts, as applicable** |
| Mr/Mrs/Ms/Other       |
| Name |       | For placement, referral or purchasing |       |
| Address |                      |
| For contract queries |       |
| Postcode | For invoice & payment queries |       |
| Country |       |
| Phone |       | For out of hours contact in an emergency |       |
| Mobile |       |
| Email |       |

**Please complete the BACS form below.**

|  |
| --- |
| Bank Details |
| Account Type |    |
| Name of Bank |        |
| Address of Bank |        |
| Sort Code |        |
| Account Number |        |
| Building Society Roll Number |        |
| Name the account is held in |        |
| Pay Method |
| The Benjamin Foundation’s preferred method of payment is by BACS and preferred remittance delivery is email.Please state your preferred payment method (BACS or Cheque Payment) and preferred remittance delivery (email or post). |
| Preferred Pay Method |        |

Form B: Grounds for exclusion

* **Please complete Form B retaining the question text and question numbering, and return it as part of your submission. Prospective contractors(s) are to answer all questions.**
* Please edit the header section, inserting your trading name
* **Please do not append any documents unless specifically requested below.**
* If you cannot answer ‘no’ to every question in the tables below it is very unlikely that you will be appointed. If in doubt, you should contact us for advice before completing this form.

|  |  |
| --- | --- |
| **Non-payment of taxes** | **Please select either Yes or No** |
| Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? | [ ]  Yes[ ]  No  |
| If you have answered 'yes' please give full details below and tell us what you have done to put matters right. |

| **Within the past five years, have you, your business/organisation (or any member of your proposed consortium, if applicable) or any co-workers, directors or partner or any other person who has powers of representation, decision or control been convicted of any offences under UK, EU or International law relating to:** | **Please answer Yes or No** |
| --- | --- |
| conspiracy relating to participation in a criminal organisation; corruption; bribery; fraud; theft; fraudulent trading; fraudulent evasion; tax and taxation; money laundering; criminal proceeds; drug trafficking; terrorism; sexual offences; modern slavery; or any other offence within the meaning of Article 57(1) of Directive 2014/24/EU (broadly, participation in a criminal organisation, corruption, fraud, or money laundering) as defined by the national law of any relevant State. | [ ]  Yes[ ]  No  |
| If yes, please explain:  |

|  |
| --- |
| **If you cannot answer ‘no’ to every question below it is unlikely that your proposal to deliver the contract will be accepted. In the event that any of the following do apply, please set out full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by The Benjamin Foundation in considering whether or not you will be able to proceed any further with this procurement.** |
| **Within the past three years, please indicate if any of the following situations have applied, or currently apply, to you/your business / organisation / consortium / any proposed subcontractor** | **Please answer Yes or No**  |
| You/your business/organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; | [ ]  Yes[ ]  No  |
| You/your business/organisation has violated applicable obligations referred to in regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; | [ ]  Yes[ ]  No  |
| You/your business/organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 (as amended) that cannot be effectively remedied by other, less intrusive, measures, or there is a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure, as referred to in regulation 41 that cannot be remedied by other, less intrusive, measures; | [ ]  Yes[ ]  No  |
| You/your business/organisation is guilty of grave professional misconduct, which renders its integrity questionable; | [ ]  Yes[ ]  No  |
| You/your business/organisation has entered into agreements with other economic operators aimed at distorting competition; | [ ]  Yes[ ]  No  |
| You/your business/organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; | [ ]  Yes[ ]  No  |
| You/your business/organisation has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, or has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended) or has undertaken to unduly influence the decision-making process of the contracting authority, or obtain confidential information that may confer upon it undue advantages in the procurement procedure or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | [ ]  Yes[ ]  No  |

If you have answered 'yes' to any of the questions in the table above, please give full details below and tell us what you have done to put matters right

|  |
| --- |
|  |

Form C: Compliance with minimum standards

* **Please complete this Form C retaining the question text and question numbering. Please answer all the questions.**
* Please edit the header section, inserting your trading name
* **Please do not append any documents unless specifically requested below.**
* **Responses to this Form C will be evaluated against the criteria at the end of the Form.**

## **Technical or Professional ability**

The Benjamin Foundation’s minimum standards for technical or professional ability are that prospective contractors have the experience, capabilities and qualifications set out in the questions below and are able to provide satisfactory references (if requested below) as evidence of their relevant track record. Please complete each question as instructed.

|  |  |
| --- | --- |
| We need to be satisfied that your organisation has previous relevant experience in providing similar services.Do you have a proven track record and extensive knowledge and experience of carrying out organisational strengths reviews for organisations in the VCSE sector, for Local Authorities, or other similar organisations? | Please answer ‘Yes’ or ‘No’  |
| [ ]  Yes[ ]  No  |
| If ‘yes’ please provide detailed evidence of your /your businesses/organisation’s etc. relevant experience, including details of previous clients and projects (maximum 500 words). Please note that if you cannot evidence a proven track record and extensive knowledge of carrying out organisational strengths reviews, your bid to tender is likely to fail. |
| (Maximum 500 words) |

## References

Applicants must have experience of providing the services they are applying to provide. Therefore, we require details of one person for whom you have provided services of a similar scope to the requirements within this procurement in the last 3 years who can provide a reference. If applying as a consortium, we require each member to supply details of one referee. Voluntary, Community and Social Enterprises may include samples of grant funded work.

|  |  |
| --- | --- |
|  | **Referee 1** |
| Customer Organisation: |  |
| Customer contact name:e-mail:phone number: |  |
|  |
|  |
| Date contract awarded: |  |
| Contract reference and brief description: |  |
| Total contract value in GBP(£): |  |
| Contract length: |  |
| Score: Pass/Fail | If you are unable to provide a satisfactory referee, we may not take your application further. |

## **Performance**

|  |
| --- |
| **Have you/your business/organisation/consortium etc.:** |
| a) | had any contract terminated early for breach of contract in the last 36 months (this applies to any contract you have operated)? | [ ]  Yes[ ]  No  |
| b) | had any contract amended or varied due to poor performance or contractual non-compliance in the last 36 months (this applies to any contract you have operated)? | [ ]  Yes[ ]  No  |
| c) | been subject to any performance or warning notices (or similar notices) issued by commissioners, grant makers or other bodies regarding any contractual or performance issues? | [ ]  Yes[ ]  No  |
| If you answered ‘yes’ to any of the above, please give details on a fully referenced separate sheet, explaining what happened and what you have done to put matters right. Attach **copies** of any relevant correspondence with the relevant contracting authority, grant maker or regulatory body. |
| Score: Pass/Fail | If you fail this part of the assessment, your proposal may not be considered further. |

## Economic and financial standing

|  |
| --- |
| The information provided will be used to assess you/your businesses/organisation’s financial standing. The minimum standards for economic and financial standing are that:* Organisations/Individual(s) comply with regulatory requirements relating to the filing of statutory accounts
* Organisations/Individual(s) statutory accounts (if any) have received a ‘clean’ audit opinion or, where the audit opinion is qualified, suitable, appropriate and timely action has been taken to deal with the issues raised;
* The financial aspects of your business/organisation (including but not limited to the payment of creditors) are properly managed;
* That organisation/Individual(s) are financially sustainable, including adequate liquidity, profitability, balance sheet strength and cash flow.
* Organisations/Individual(s) provide information on their annual accounts showing the ratios, for example, between assets and liabilities.

The following financial information is required, and an assessment will be undertaken to produce a summary profile of your organisation's financial condition and that of its ultimate parent (if applicable).If you have changed your legal identity during the last two years, please provide accounts for both old and new identities.A qualitative assessment will be used to identify the level of risk presented by your organisation the results of which will be categorised either as a Low Risk, Medium Risk or High Risk. **In order to meet minimum standards you/your business/organisation etc. must be categorised as either a 'low' or 'medium' risk. If you are categorised as a 'high' risk, your proposal will be rejected and your application will not be taken further.** |
|  | Please provide one or more of the following to demonstrate your economic/financial standing. Please indicate which items you have attached to your bid by inputting a ‘x’ in the relevant box on the right. |
|  | 1. Copies of audited accounts for the most recent **two financial years**
 |  |
|  | 1. A statement of the turnover, profit and loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation
 |  |
|  | 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 |  |
|  | 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
 |  |
|  | Have you complied with regulatory requirements relating to the filing of statutory accounts, including filing accounts on time? | [ ]  Yes[ ]  No  |
|  | Where the audited accounts (if any) provided do not cover the most recent full financial year (or part financial year if you have been trading for less than one financial year), please provide a statement of your turnover, profit & loss and cash flow for that financial year (or part year if full year not applicable) and an end period Balance Sheet, or a draft set of accounts. |
|  | Where a Consortium or Association is proposed, the information is requested for each member company. |
| If you have answered “No” to questions b), or are unable to respond to question c) above, please provide an explanation below: |
|  |

**Evaluation**

1. We may first check that your statutory accounts (where you are required to file them) have been filed on time. If they are overdue, we will seek an explanation from you and, if no acceptable explanation is forthcoming, we will not take your application further.
2. We may make checks with a credit rating agency and, if there are any adverse reports (such as High Court writs, County Court Judgements, or qualifications to your auditor’s report) we will seek an explanation from you. If no acceptable explanation is forthcoming, we will not take your application further.
3. For each candidate passing (i) and (ii), where relevant, we will prepare an analysis stating:
* A summary score, from 1 to 3, as follows

|  |  |
| --- | --- |
| 1 | Unacceptable financial risk |
| 2 | Some concerns but acceptable |
| 3 | No material concerns |

* and a summary justification for the score given, reflecting reasoned professional judgement, where an organisation/Individual(s)receives a score of 1.
1. Parent Companies will not be reviewed unless a company fails its initial assessment.
2. We will eliminate those organisations/Individual(s) who score 1, unless a guarantee acceptable to The Benjamin Foundation is obtained.
3. No feedback will be provided of any of the detailed assessment work undertaken.

## Compliance with equality legislation

|  |
| --- |
| For organisations working outside of the UK please refer to equivalent legislation for the country or countries in which you are located. |
| 1. | In the last three years, has any finding of unlawful discrimination been made against you/your business/organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | [ ]  Yes[ ]  No  |
| 2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  | [ ]  Yes[ ]  No  |
| If you have answered ‘yes’ to one or both of the questions above, please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the written response to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  |
| Response: |
| 3. | If you yourself use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | [ ]  Yes[ ]  No [ ]  N/A  |

**Responses to questions 1 and 2 will be scored against the criteria at the end of this Form C where a written response has been provided to support a ‘yes’ to either of these questions. If you fail this part of the evaluation, your** bid to be a subcontractor is likely to be rejected.

## Health and Safety

TBF needs to be confident that contractors have a good track record of managing Health and Safety (H&S), both for their own organisation and the public, and prospective contractors should be able to demonstrate they have previous experience in undertaking the type of work involved safely. In order to demonstrate this, please provide us with a copy of your Health and Safety Policy and please answer the following questions.

Please be aware that TBF reserves the right to seek further information from any Applicant to support any of the statements provided below, including but not limited to requesting copies of relevant policies and procedures, method statements and copies of risk assessments for this type of work, and verifying that any stated sub-contractors meet the same standard.

|  |  |
| --- | --- |
|  | * Are there any significant hazards or risks associated with the delivery of the service required?
* If YES, what might these be?
* **If YES, how would you mitigate them?**

**You may wish to answer these questions by providing a risk assessment as an appendix to your submission** |
|  | * **Please provide details for you/your business/organisation of any pending or completed prosecutions, prohibition and/or improvement notices served by the HSE, EHO or Fire Service, and actions taken as a result of them over the past three years.**
* **Please provide details for your organisation of the number of incidents reported un**der the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) of equivalent over the past three years
* Summary of investigation findings and actions taken to prevent recurrence.
* Confirmation that all actions have been implemented.
 |

* **Please limit each response to a maximum of 250 words.**

Form D: Willingness and ability to comply with procurement requirements

* Organisation/Individual(s) are to reproduce this Form D, retaining the question text and question numbering. Organisation/Individual(s) are to answer all questions.
* Please edit the header section, inserting your trading name
* **Please do not append any documents unless specifically requested below.**

D1. Conditions of procurement

|  |  |
| --- | --- |
| **D1.1 Answer yes or no** | **Yes – pass / No – fail** |
| We are willing to enter into the contract in accordance with the specified terms and conditions, without modification. | [ ]  Yes[ ]  No  |
| “We understand the requirements of the Data Protection Act (DPA) 2018 and guarantee our ability to comply with the applicable regulations and legislation and with the Data Processing Schedule appended to the terms and conditions”. | [ ]  Yes[ ]  No  |

|  |
| --- |
| **D1.2** Please provide details of your organisation’s insurances.  |
| **Specific minimum insurances** | We already hold this insurance (state insurer, policy number, extent of cover and expiry date below) | *Or* We are willing and able to obtain and maintain this insurance if awarded the contract (answer yes below) |
| Employer’s liability to at least to the minimum level required by law  |  |  |
| Public liability to £5,000,000 in respect of any one claim; no annual or total cap |  |  |

|  |  |
| --- | --- |
| ScorePass/Fail | If you do not currently hold and are unwilling or unable to obtain the minimum levels of insurance, your bid will be rejected. |

Form E: Quality

* Prospective contractor(s) are to reproduce this Form E retaining the questions and numbering and return it as part of their submission. Prospective contractor(s) must answer all questions.
* Prospective contractors must edit the header, inserting their trading name.
* Prospective contractor(s) responses must be clearly legible and in at least 11-point type, on a line spacing of at least 1.2 times the type size.
* The answer to each question must be self-contained. Responses such as ‘see answer to question x’ are not acceptable.
* You should not assume we have any prior knowledge of you, your business/organisation etc., its capabilities or the solutions you can offers. You should ensure your responses to each question presume the evaluators know nothing of your organisation, and where relevant your subcontractors, consortium members or partners.
* **Please do not append any documents unless specifically requested below.**
* Where answers are limited to a maximum number of words, do not go over that limit. Any part of an answer beyond the point of the maximum is highly likely to be disregarded. Where a guide has been issued, ensure that your answers are succinct and do not drift over the guide unnecessarily. If the word count is causing you significant issues with answering a question thoroughly, please raise this as a concern.
* Please ensure all answers are fully referenced to the relevant question.

### E1.1 QUALITY AND MONITORING

|  |
| --- |
| Please answer the following questions;1. What quality assurance systems do you have in place that you would apply to this work?
2. How do you support safeguarding of staff, children and vulnerable adults in your organisation/as part of any relevant work you undertake?
3. Give examples of where you have used learning gained from previous similar work to inform your practice?
 |
| There is a limit of **1000 words in total for the above questions (a,b,c)** plus any chart/diagram/policy you may wish to append to demonstrate your response clearly |

### E1.2 Methodology and Approach

|  |
| --- |
| Please detail your approach to carrying out an independent strengths review, including:1. The methods and means used to carry out the independent strengths review
2. How you will address the specific factors unique to Meet Up
3. How you will engage staff working at, and community people using, Meet Up
4. Assurance that you will have appropriate qualified staff in place to fulfil the contract requirements
5. A description of any potential conflicts of interest and how you will deal with them
 |
| There is a limit of **1500 words in total for the above questions (a-e)** plus any chart/diagram/policy you may wish to append to demonstrate your response clearly |

Form F: Pricing schedule

* Prospective contractor(s) must edit the header of this section, inserting their trading name.
* **Please do** not **append any documents unless specifically requested below.**
* All prices tendered must list VAT separately.

F.1 Price schedule

Please input below your best price for this tender service, ensuring that the price does not exceed any the cap set for the total of the contract (£7,000 including VAT).

Please show the details of your time, fees and expenses including travel required to meet the outcomes and remain under tender price (add or delete rows as necessary)

|  |  |  |
| --- | --- | --- |
| **Item** | **Price** | **VAT** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Total cost**  | **£** | **£** |

F.2 Price breakdown

Please include a detailed breakdown to demonstrate how the price has been calculated.

Either outline here or append as a separate document (e.g. Excel workbook)

Form G: Contractor(s) declaration

* Prospective contractor(s) are to edit the header of this section, inserting their trading name.

## G.1 Checklist

Check each form and requirement below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Form A (as the cover sheet to our submission)
 | [ ]  |
| * Form B
 | [ ]   |
| * Form C plus references or certificates of performance if requested
 | [ ]   |
| * Form D
 | [ ]   |
| * Form E
 | [ ]   |
| * Form F
 | [ ]   |
| * This Form G, **printed then signed with a pen (not an electronic signature)**
 | [ ]   |
| **We have:** |  |
| Amended the header on each form to insert our trading name. | [ ]   |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. | [ ]   |
| Annexed any document not specifically requested. | [ ]   |

## G.2. Declaration

|  |
| --- |
| We agree to be bound by the Terms and Conditions specified for the delivery of this service and issued by The Benjamin Foundation as an appendix to this document.We warrant, represent and undertake that:1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
2. all information, representations and other matters of fact contained in our submission are true, complete and accurate in all respects
3. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to this procurement exercise and have not submitted this response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of The Benjamin Foundation
4. we have satisfied ourselves as to the correctness and sufficiency of the information we have provided
5. we have full power and authority to enter into the contract and provide the services
6. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
7. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services in accordance with the requirement stated, which includes for the avoidance of doubt any documents specified as forming part of the contract including (but not limited to) the responses, prices and operational proposals set out in this document (comprising Forms A to G), the terms and conditions of contract, and any written clarifications issued or received by The Benjamin Foundation. |
| Trading name of prospective contractor(s) |  | Signature  |  |
| Date |  | Position of authorised signatory |  |
|  |  | Name of authorised signatory |  |