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| **Invitation to Tender (ITT) – Building Better Opportunities – Opportunities Framework v**  **ITT Reference No (Internal) – XXXXXXX** | | | | | |
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| **Company Information** | | | | | |
| **Company Name** |  | | | | |
| **Company/Charity Number** |  | | | | |
| **Registered Address** |  | | | | |
|  | | | | |
| **Post Code** |  | | | |
| **Website** |  | | | | |
| **VAT Number** |  | | | | |
| **Name of Contact** |  | | | | |
| **Job Title of Contact** |  | | | | |
| **Contact Number/Email** |  | | | | |
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| **Contents** | | | | | |
| This ITT is divided into the following sections (1) Introduction (2) Purpose of the Tender (3) Requirements (4) Questionnaires (5) Evaluation Criteria (6) Checklist (7) Form of Tender (8) Terms and Conditions (9) Financial Rate Card Submission (10) Invoicing. (11) Covid-19. | | | | | |
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| **Contract Areas** | | | | | |
| Under the Opportunities Framework, Pluss are looking for Specialist Partners to deliver services across the 5 contract areas of Building Better Opportunities. Please tick as appropriate for the Contract Area(s) your organisation would look to cover under the Framework. | | | | | |
| **Contract Area - 1**  **Cornwall C2C (2.4)**  **£291,354** | **Contract Area - 2**  **Cornwall S&E (2.2)**  **£283,533** | | **Contract Area - 3**  **Devon (HoSW 2.4)**  **£308,532** | **Contract Area - 4**  **Somerset (HoSW 2.3)**  **£354,691** | **Contract Area - 5**  **West Yorkshire (2.2)**  **£150,200** |
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| **(1) Introduction** | | | |
| Positive People and Hopeful Families are projects funded by the European Social Fund and the National Lottery Community Fund through its Building Better Opportunities Contracts. It is led and managed by Pluss Community Interest Company and delivered by Pluss and its Core Partners across 5 Contract Areas.  There are specialist partners already signed up to this existing framework that originally opened in 2020. New specialist partners are now being invited to join this framework that expires on 29/09/23. Pluss reserves the right to extend this framework by a further year, or up to the date when the contract allocations per contract area are spent, whichever is the earlier. Pluss also reserves the right to bring the expiry date forward, should the allocations per contract area be spent before the expiry date. Please note these contract allocations are for each contract area as a whole, and are not assigned allocations to the specialist partner. These allocations will be accessed by the specialist partner on a need by participant basis, there is no guarantee of value or volume being allocated to specialist partners once accepted onto the framework. This is due to the nature of having to bespoke participant needs though out the duration of the BBO programme. | | | |
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| **(2) Purpose** | | | |
| Pluss and its Core Partners wish to bring in new specialist partners to deliver services that will help participants to overcome personal barriers to progression. As these services will be specific to the participants needs, and sporadic in terms of the service requirements, to ensure a full coverage of services, Pluss is adding specialist partners to the existing Opportunities Framework as part of our extension on the Building Better Opportunities Contracts.  Once Specialist Partners are approved onto the Opportunities Framework, Pluss and its Core Partners will be able to call off services on a participant needs basis. The services are set out (but not limited to) under requirements (3) of this tender.  Specialist Partners can respond to one or more Contract Areas, but must complete a separate response for each Contract Area. **Please note, Pluss and its Core partners are not looking for one Specialist Partner to deliver all services across any Contract Area, services within a Contract Area may be awarded to more than one Specialist Partner to suit the requirements of the programme.**  Once approved and placed on the Opportunities Framework, this in no way guarantees a commitment to volume or revenue as the framework is there to be accessed on a needs basis.  In addition, your organisation will be added to the pre-approved Pluss suppliers list. Your Organisation may be contacted for services across additional contracts Pluss have in place, if you wish to opt out of being automatically added to this list, please Tick below;  opt out of Pre-Approved Suppliers list. | | | |
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| **(3) Requirements** | | | |
| The services under the Opportunities Framework will be very varied and for example, may range from a vocational training course to accessing help for substance misuse issues, due to this varied nature of services required under Building Better Opportunities, there is also the scope to add services under None-Listed Services. Please select and add services your Organisation can deliver across the Lots. | | | |
| Pre-listed Services (Please tick as appropriate) | Pre-listed Services (Please tick as appropriate) | | |
| Addiction  Advice / Personal Support  Care  Crime  Digital  Employment  Family  Health/Disability  Housing  Law  Money  Offenders  Personal  Rights | Sports/Arts/Social Activities  Training  Travel  Union/Works Association  Volunteering  Work Placement  Young People | | |
| None-Listed Services (Please add as appropriate) | | |
| * Placeholder * Placeholder * Placeholder * Placeholder * Placeholder | | |
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| **(4) Questionnaires** | | | |  | |  |
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| **Contract Area 1 - Cornwall C2C (2.2)** | | | | | | |
| **4.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies? (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.3 Financial Standing -**  **How is your Organisation currently funded and how long have you been trading? i.e. is it through a single income stream or multiple income streams and over 12 months? please detail. (Maximum of 1500 words)** | | | | | | |
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| **Contract Area 2 - Cornwall S&E (2.4)** | | | | | | |
| **4.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies.? (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.3 Financial Standing -**  **How is your Organisation currently funded? i.e. is it through a single income stream or multiple income streams, please detail. (Maximum of 1500 words)** | | | | | | |
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| **Contract Area 3 - Devon (HoSW 2.4)** | | | | | | |
| **4.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies.? (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.3 Financial Standing -**  **How is your Organisation currently funded? i.e. is it through a single income stream or multiple income streams, please detail. (Maximum of 1500 words)** | | | | | | |
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| **Contract Area 4 - Somerset (HoSW 2.3)** | | | | | | |
| **4.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies.? (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **4.3 Financial Standing -**  **How is your Organisation currently funded? i.e. is it through a single income stream or multiple income streams, please detail. (Maximum of 1500 words)** | | | | | | |
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| **Contract Area 5 - West Yorkshire (2.2)** | | | | | | |
| **5.1 Operational Experience –**  **Please list the projects you have delivered in the last 3 years (i.e. what demographics of the people you have worked with, targets you have been set and delivered across your examples?) (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **5.2 Operational Experience –**  **Please list your Relevant Qualifications, Training, Awards, Publications/Media or Case Studies.? (Maximum of 1500 words, Inc Diagrams)** | | | | | | |
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| **5.3 Financial Standing -**  **How is your Organisation currently funded? i.e. is it through a single income stream or multiple income streams, please detail. (Maximum of 1500 words)** | | | | | | |
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| **(5) Evaluation Criteria** | | |
| * See attached Evaluation Criteria in tender pack. | | |
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| **(6) Checklist** | | |
| Word count on Q1.1 – Q5.3  Due Diligence Form  Signed Form of Tender (8)  Acceptance of Terms and Conditions (7)  Financial Rate Card Submission (9)  Read and understood invoice example and vendor details (10)  Covid-19 (11)  Return before Deadline | | |
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| **(7) Terms & Conditions** | | |
| **See Tender Pack for attached terms and conditions.**  By accepting and submitting your response to this tender, you are confirming automatic acceptance of the shared terms and conditions contained within this Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties. | | |
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| **(8) Form of Tender** | |
| 1. Upon submission and acceptance of this invitation to tender by Pluss, in accepting and submitting your response to the tender, you are confirming automatic acceptance of the previously shared terms and conditions contained within the Tender pack. Upon acceptance of your proposal, a copy of your tender submission will be included within the terms and conditions and a copy will be issued for countersignature between the parties. 2. Direct award status will be awarded to the Specialist Partner, and call off services can be accessed by Pluss and its Core Partners without the need for further mini competitions. Pluss reserves the right to procure mini competitions through this framework as it sees fit or when changes in the Project requirements require Pluss to do so. 3. Having considered the invitation to tender and all accompanying documents, we confirm that we are fully satisfied as to our experience and ability to deliver the services in all respects in accordance with the requirements of this invitation to tender. 4. We hereby tender and undertake to provide and complete all the services required upon acceptance of this. 5. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender. 6. We agree that this tender shall remain open to be accepted by Pluss for three months from the date below. 7. We understand that Pluss is not bound to accept any tender it may receive in part or full. 8. We understand there are no guarantees or a commitment to volume of revenue upon approval to the framework.   ………………………………………………………………………….................................. ............................................... Signature (duly authorised on behalf of the tenderer) Date  …………………………………………………………………………………………………………….. Print name  ………………………………………………………………………….…………………………………. On behalf of (organisation name) | |
| **(9) Financial Rate Card Submission** |
| **See Tender Pack for attached Financial Rate Card Submission spreadsheet.**  Each service proposed, please populate a rate card in the Financial Rate Card Submission spreadsheet. These rate cards will form a part of your T&C’s, the price and outcomes submitted will remain consistent across Pluss and all of its Core Partners under BBO.  Each Party shall have the right to request revised price and outcomes on an annual basis through an annual review. This review will be in the form of a Tele kit, Face to Face or similar medium, in the event no annual review is carried out, the prices and outcomes of the rate card shall remain as is. (Any agreed revision of services and prices, must be agreed between the parties by form or variation in the contract).  Where a Specialist Partner is charging to BBO, the Specialist Partner cannot draw down any additional funding for the activity carried out i.e. other ESF funded programmes such as Work and Health Programme. In the event a Specialist Partner is discovered to be drawing down additional funding in any instance, Pluss reserves the right to claw back funds in line with the National Lottery Community Fund and ESF Guidelines. |

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| **(10) Invoicing** |
| **See Tender Pack for attached Invoicing standard example and Vendor Details form.**  By accepting and submitting your response to this tender, you are confirming acceptance of adhering to a required standard of invoice set out by Pluss and that you have the necessary information to complete the Vendor Details form prior to invoicing. In the event support is required to complete the Vendor Details form and / or generate invoices of the required standard, Pluss Finance team will provide support and training.  If invoices are submitted before the Vendor Details form has been submitted and processed then these invoices may not be processed. In the event that invoices aren’t up to the required standard, they will not be processed. |

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| **(11) Covid-19** |
| Pluss actively manages the health and safety of its Employees, Partners, and Participants on the BBO project. In response to the Covid-19 pandemic, Pluss migrated BBO delivery to a remote delivery model. It is now operating a blended model with some remote delivery and some Face to Face delivery. It is anticipated that face to face delivery will increasingly be the normal. |
| Has your Organisation taken appropriate action to review and implement measures to ensure the health and safety of its Employees and any Participants that are in a face to face environment during the Covid-19 pandemic (or moved to remote delivery)? **(Please detail or if N/A please state why, 250 word max)** |
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| If you answered N/A or the explanation isn’t to Pluss’ satisfaction on review, Pluss may seek further clarification before any award onto the framework. |