**Talent Match Black Country**

**Invitation to Tender – Social Return on Investment Evaluation**

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| **PART A: Generic organisation information** |

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| **Lead Contact Details** | | | |
| Name (lead contact) |  | Phone Number(s) |  |
| Address  (inc Postcode) |  | | |
| Email Address |  | | |

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| **Organisation Details** | | | | | | | | | | | | | | | |
| Company Legal Name (Registered) | | | | |  | | | | | | | | | | |
| Company or Charity Reg. No | | | | |  | | | | Year Established | |  | | | | |
| Trading Name (If Different) | | | | |  | | | | | | | | | | |
| Registered Office Address | | | | |  | | | | | | | | | | |
| Contractual correspondence address (If Different) | | | | |  | | | | | | | | | | |
| Is your organisation a subsidiary of another organisation? (if so, please detail below) | | | | | | | | | | | YES | |  | NO |  |
|  | | | | | | | | | | | | | | | |
| Company Status | |  | Limited Company |  | | Limited by Partnership | |  | | Limited by Guarantee | | | | | |
|  | Sole Trader |  | | Charity | |  | | Other (specify) | | | | | |
| Director(s) Name | | | | | | | Position(s) | | | | Has the Director ever been disqualified previously? | | | | |
| 1 |  | | | | | |  | | | | YES |  | | NO |  |
| 2 |  | | | | | |  | | | | YES |  | | NO |  |
| 3 |  | | | | | |  | | | | YES |  | | NO |  |
| 4 |  | | | | | |  | | | | YES |  | | NO |  |
| 5 |  | | | | | |  | | | | YES |  | | NO |  |
| 6 |  | | | | | |  | | | | YES |  | | NO |  |

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| **Financial Information** | | | | | | | |
| Turnover in last Financial Year (£000’s) |  | Year End Date |  | | | | |
| Are you aware of any unsatisfied County Court Judgements (CCJ’s) against the organisation? | | | | YES |  | NO |  |
| Is the company a party in any litigation which may affect the ability to deliver?  (i.e. court, tribunal etc..) If YES, please detail below: | | | | YES |  | NO |  |
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| **Please provide a copy of your last two years full annual accounts with your application form for assessment.** | | | | | | | |

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| **Current Contracts** |
| Please provide details for the two largest contracts you currently hold (or have held in the last three years) for the delivery or supply of services and list any contracts in addition to the main two detailed below you feel would be beneficial to this application. |

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| **Highest Value Contract** | | | | | | | | | | |
| Contract Name |  | | | | | | | Management Fee | |  |
| Organisation |  | | | | | | | | | |
| Were You? |  | The Main Contract Holder | | | |  | A Subcontractor | | | |
| Date Relationship Commenced | | | |  | Total Contract Value | | | |  | |
| Date Contract Commenced | | | |  | Date Contract Due to End/Ended | | | |  | |
| If this contract has ended please detail the reason why? | | |  | | | | | | | |

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| **Referee 1** | | | | | |
| Referee Name |  | | | | |
| Position |  | | | Contact Number |  |
| E-mail Address |  | | | | |
| Relationship to Referee | |  | | | |
| Any Additional Relevant Information | | |  | | |

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| **Second Highest Value Contract** | | | | | | | | | | |
| Contract Name |  | | | | | | | Management Fee | |  |
| Organisation |  | | | | | | | | | |
| Were You? |  | The Main Contract Holder | | | |  | A Subcontractor | | | |
| Date Relationship Commenced | | | |  | Total Contract Value | | | |  | |
| Date Contract Commenced | | | |  | Date Contract Due to End/Ended | | | |  | |
| If this contract has ended please detail the reason why? | | |  | | | | | | | |

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| **Referee 2** | | | | | |
| Referee Name |  | | | | |
| Position |  | | | Contact Number |  |
| E-mail Address |  | | | | |
| Relationship to Referee | |  | | | |
| Any Additional Relevant Information | | |  | | |

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| **Additional Contracts** |
| Please list any contracts in addition to the main two detailed above and that you feel will support your application. |

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| Contract Name |  | | | | | | | Start Date | |  | |
| Organisation |  | | | | | | | End Date | |  | |
| Value |  | | | Management Fee |  | | Main or Subcontractor | | | |  |
| Referee Name | |  | | | | | | | | | |
| Position | |  | | | | Contact Number | | |  | | |
| E-mail Address | |  | | | | | | | | | |
| Relationship to Referee | | |  | | | | | | | | |
| If this contract has ended please detail the reason why? | | |  | | | | | | | | |
| Any Additional Relevant Information | | |  | | | | | | | | |

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| Contract Name |  | | | | | | | Start Date | |  | |
| Organisation |  | | | | | | | End Date | |  | |
| Value |  | | | Management Fee |  | | Main or Subcontractor | | | |  |
| Referee Name | |  | | | | | | | | | |
| Position | |  | | | | Contact Number | | |  | | |
| E-mail Address | |  | | | | | | | | | |
| Relationship to Referee | | |  | | | | | | | | |
| If this contract has ended please detail the reason why? | | |  | | | | | | | | |
| Any Additional Relevant Information | | |  | | | | | | | | |

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| Contract Name |  | | | | | | | Start Date | |  | |
| Organisation |  | | | | | | | End Date | |  | |
| Value |  | | | Management Fee |  | | Main or Subcontractor | | | |  |
| Referee Name | |  | | | | | | | | | |
| Position | |  | | | | Contact Number | | |  | | |
| E-mail Address | |  | | | | | | | | | |
| Relationship to Referee | | |  | | | | | | | | |
| If this contract has ended please detail the reason why? | | |  | | | | | | | | |
| Any Additional Relevant Information | | |  | | | | | | | | |

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| **Please note that as part of Due Diligence Process we will request references from current/past contractors/funding organisations.** |

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| **Contract Termination** | | | | |
| Have any contracts within the last three years been terminated early? (If Yes, Please detail below) | YES |  | NO |  |
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| **Insurance** | | | |
| The successful organisation will be required to have the appropriate levels of insurance in place prior to contract start and for the duration of the contract. | | | |
| **PUBLIC LIABILITY**  Minimum cover required £10 million each and every claim and must be placed on a claims occurring basis. This cover must include cover for pollution risks. | | | |
| Insurance Company |  | | |
| Address and Post Code |  | | |
| Level of cover held |  | Excess (if any) |  |
| Policy Number |  | Expiry Date |  |
| Limits of indemnity (per occurrence and aggregate) |  | | |

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| **EMPLOYER’S LIABILITY**  (Minimum cover required £5 million in respect of any claim [with no overall limit]) | | | |
| Insurance Company |  | | |
| Address and Post Code |  | | |
| Level of cover held |  | Excess (if any) |  |
| Policy Number |  | Expiry Date |  |
| Limits of indemnity (per occurrence and aggregate) |  | | |

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| **PROFESSIONAL INDEMNITY**  (Minimum cover required £1 million in respect of claims occurring or any single claim basis, minimum 6 year cover) | | | |
| Insurance Company |  | | |
| Address and Post Code |  | | |
| Level of cover held |  | Excess (if any) |  |
| Policy Number |  | Expiry Date |  |
| Limits of indemnity (per occurrence and aggregate) |  | | |

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| Please state whether there are any outstanding insurance claims against your organisation (other than for routine matters) (If Yes, Please detail below): | YES |  | NO |  |
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| **Health and Safety** | | | | | |
| Any business employing **five** or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.  *If you do not hold a Health and Safety Policy Statement due to the size of your organisation please state this.* | | | | | |
| Is your organisation legally obliged to have a Health and Safety Policy? | | YES |  | NO |  |
| Please state date the policy was last reviewed. | |  | | | |
| Does your organisation have a written Health and Safety at work policy in line with the Health and Safety at Work Act 1974 and subsequent regulations? | | YES |  | NO |  |
| Does your organisation have a Health and Safety at work system*?* | | YES |  | NO |  |
| Does your organisation train its staff in Health and Safety? | | YES |  | NO |  |
| If your answer was “**NO**”, to any of the above please explain why: |  | | | | |
| In the last 3 years has your organisation had any reportable accidents or has been subject of an investigation by the Health and Safety Commission? If **YES** please provide details. | |  | | | |

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| **Safeguarding** | | | | | |
| Does your organisation have a Safeguarding policy? | | YES |  | NO |  |
| Please state date the policy was last reviewed. | |  | | | |
| Does your organisation obtain enhanced DBS Disclosures for your staff, as appropriate to their job roles? | | YES |  | NO |  |
| Please outline the steps you take to avoid recruiting staff / volunteers who are not safe to work with people at risk of abuse. |  | | | | |
| Do you have a Designated Safeguarding Officer? (If so, please detail who they are and what training they have received below) | | YES |  | NO |  |
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| **Equality and Diversity** | | | | | | | |
| The successful organisation will be expected to have an acceptable equality policy in respect of race, gender, disability, age, sexual orientation and religion/belief.  *Please note: If you are not currently subject to UK legislation, please supply details of your experience in complying with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity* | | | | | | | |
| Does your organisation comply with anti-discrimination legislation and have a policy that treats all people fairly and equally so that no group of people are treated less favourably than others? | | YES |  | | NO | |  |
| In the last three years has your organisation had any findings of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? | | YES |  | | NO | |  |
| In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? | | YES |  | | NO | |  |
| If the answer to question 2 / 3 above is **YES**, what steps did your organisation take as a result of that finding or investigation? |  | | | | | | |
| Does your organisation actively promote good practice in terms of eliminating discrimination in all forms through instructions to your employees concerned with recruitment, training and promotion? | | YES |  | NO | |  | |
| Does your organisation actively promote good practice in terms of eliminating discrimination in all forms through making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees, recognised trade unions or other representative groups of employees? | | YES |  | NO | |  | |
| Does your organisation actively promote good practice in terms of eliminating discrimination in all forms through appropriate recruitment advertisements or other literature? | | YES |  | NO | |  | |
| Could your organisation, if asked, provide relevant examples of the instructions, documents, recruitment advertisements or other literature? | | YES |  | NO | |  | |
| If the answer to questions 4 – 7 is **NO**, please state why? |  | | | | | | |

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| **Data Protection** | | | | |
| Is your organisation registered with the Information Commissioner’s Office (ICO)? | YES |  | NO |  |
| Does your organisation have Data Protection Policy in line with the General Data Protection Regulations 2018? | YES |  | NO |  |
| Does your organisation have an encrypted email system? | YES |  | NO |  |
| Please detail below how you ensure your electronic data is stored, shared and destroyed securely. | | | | |
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| Please detail below how you ensure your paper based records are data is stored, shared and destroyed securely. | | | | |
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| **Quality Standards** |
| Do you currently hold or are you working towards any Quality Standards? If so please detail below: |
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| Capacity |
| Please explain your capacity to deliver a new contract on behalf of **Talent Match Black Country** whilst still maintaining your existing delivery. (max 300 words) |
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| **Multi agency approach** | |
| If you are a lead provider and plan to use a multi-agency approach in delivering your proposal, please list below the partners involved, detailing their role and responsibility in the project delivery. | |
| **Company Name** | **Role and Responsibilities** |
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| **PART B: Specific Information to support your application.** |

|  | **Please answer the series of questions detailed below. Please give clear specific answers to allow evaluators to fully understand your organisations proposal and please do not exceed specified word limits.** | |  |
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| 1. | Please outline how you will scope and deliver the Talent Match SRoI Evaluation project. |  | **Word Limit -**  **2000 Words**  **Evaluation weighting**  **15%** |
| 2. | How will you ensure that all young adults (including those with an offending background and those from the wider thematic groups) are engaged and have the opportunity to influence the design and delivery this project? |  | **Word Limit -**  **500 Words**  **Evaluation weighting**  **10%** |
| 3. | Please explain fully what experience you have in delivering SRoI Evaluation projects. |  | **Word Limit -**  **500 Words**  **Evaluation weighting**  **10%** |
| 4. | What added value would your organisation bring in the delivery of this work? |  | **Word Limit -**  **300 Words**  **Evaluation weighting**  **5%** |
| 5. | Please give some examples of similar projects you have successfully delivered. Please explain the approach you used to ensure they were successfully delivered. |  | **Word Limit -**  **500 Words**  **Evaluation weighting**  **10%** |
| 6. | Please explain what makes your proposal innovative. |  | **Word Limit -**  **500 Words**  **Evaluation weighting**  **5%** |
| 7. | Please tell us what social value, above and beyond the basic requirements projects you can offer. |  | **Word Limit -**  **300 Words**  **Evaluation weighting**  **5%** |
| 8. | How will your ensure value for money? |  | **Word Limit -**  **300 Words**  **Evaluation weighting**  **5%** |
| 9. | How do you feel your proposal meets the requirements of the project priorities? |  | **Word Limit -**  **500 Words**  **Evaluation weighting**  **15%** |
| 10.  11. | What do envisage to be the top 3 risks to successful outcomes and how will you mitigate these risks  How will you minimise environmental impact and promote sustainability. |  | **Word limit 1000 Words**  **Evaluation Weighting 15%**  **Word Limit -**  **300 Words**  **Evaluation weighting**  **5%** |

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| **Declaration - Please note this Invitation to Tender cannot be accepted without the following confirmation.**   * I confirm that my organisation wishes to be considered as a Talent Match Black Country contractor, and declare that the information contained in this Invitation to Tender is correct to the best of my knowledge. * I confirm that I am authorised by my organisation to submit this tender on the organisations behalf. * If our application is successful in passing the Expression of Interest stage, we agree to provide company financial information and agree to referees being contacted as part of the Due Diligence process to asses our suitability as a TM BC Contractor. * I acknowledge that this is only an expression of interest and reserve the right to withdraw my organisation from the application process at any stage up to the signing of a formal contract agreement with Talent Match Black Country. * I acknowledge that submission of this document does not infer a contact agreement with Talent Match Black Country, nor does it guarantee that any contract will be offered in the future. | | | | | | |
| **Application completed by:**  (This should be a Director or Senior Manager) | |  | | | | |
| **Position** |  | | | | **Date completed** |  |
| **Contact Number** |  | | **E-mail** |  | | |