**Tender for delivery of National Citizen Service**

**Expression of Interest – October 2018**

Futures are inviting organisations to express an interest to become part of our supply chain for the 2018-2021 National Citizen Service.

**Once completed the form should be sent electronically to Alerts@the-futures-group.com to arrive by 23:59 Thursday 25th October**

NCS programme

The NCS programme is a once-in-a lifetime experience delivered over 3-4 weeks in Summer

and Autumn for young people aged 16-17 with four phases:

* Phase 1: “Adventure”. Young people stay away from their local area and take on challenges in an outdoor environment, with a focus on developing confidence and team building
* Phase 2: “Discovery”. Young people again stay away but closer to home, typically at a local university hall of residence, building independence (often cooking and budgeting for themselves), developing new skills and finding out more about their own talents and the needs of their local community
* Phase 3: “Social Action”. Young people are back at home, but continue to work in their teams to give something back to their community by planning and delivering their own 30 hour social action project
* Upon completion of the programme, each participant and their parents are invited to a graduation ceremony to celebrate their achievements and receive a certificate signed by the Prime Minister.
* Phase 4: “Extension”. Ongoing opportunities to continue the NCS journey through further social action and volunteering, participation in regional and national Youth Boards, apprenticeship and job opportunities and more.

This form is for those interested in delivering in the East Midlands.

Details submitted in this Expression of Interest are required to help us evaluate the appropriateness of your organisation to be included within our supply chain. Contract volumes and value will be negotiated after more detail is released in the ITT.

Please note that you may expand the sizes of any boxes within the form to accommodate your answers where applicable, any answers beyond the word limit will be disregarded before scoring.

Please return your form in word document format.

**Scoring**

**Evaluation Approach and Selection Methodology:** The objective of the evaluation process is to enable Futures to assess the responses to this ITT and select preferred suppliers to proceed to contract award. The Tender Response Form is divided into two main sections, Part A and Part B. Response to questions in Part A will be scored on a PASS / FAIL basis, unless otherwise stated.

Responses to the questions specified in Part B of the Tender Response Form will be scored by the Futures using the following approach:

|  |  |
| --- | --- |
| **Mark** | **Description** |
| 0 | Does not meet the requirements; no evidence provided. |
| 1 | Poor or limited response to the requirement, limited supporting evidence provided. |
| 3 | Fair; partially meets requirements but falls short in some respects, satisfactory evidence provided |
| 5 | Good; meets the requirements in most material respects and good evidence provided. |
| 7 | Very good; fully meets the requirements in all areas, very good evidence provided. |
| 10 | Excellent; fully meets the requirements in all areas and exceeds some or all of the major requirements. Provides an excellent and detailed explanation and evidence. |

Futures will seek to enter into contract negotiations with those suppliers who achieve the highest evaluation scores based on the above criteria. Final contract award may be subject to further due diligence, and an assurance that the selected supply chain can collectively provide full NCS coverage across the proposed lots.

Futures will not be liable for any bid costs, expenditure, work or effort incurred by a supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended. Futures reserve the right at any time to make a decision not to proceed with procurement process, and the right to accept any tender in whole or in part.

**Part A: Organisational Details**

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| **Section A1) Organisational Details:** This section is not scored |
| **A1.1** | Full name of applicant organisation: |  |
| **A1.2** | Type of organisation:* Public Limited Company
* A Limited Company
* A Company Limited by Guarantee
* A Partnership
* A Charity
* Other (please specify):
 |  |
| **A1.3** | Company / Charity Registration Number: |  |
| **A1.4** | UKPRN (UK Provider Reference Number) if held: |  |
| **A1.5** | If your organisation is not incorporated in the UK, BUT is incorporated or registered overseas, then please give the country in which it is incorporated or registered and the registration number |  |
| **A1.6** | If your organisation is part of a group of companies incorporated or registered outside of the UK, please state:• The registered name of your parent company• The organisation with which it is registered• The country in which it is registered and the registration number |  |
| **A1.7** | Organisation website address: |  |
| **A1.8** | Name and Job Title of main contact submitting this tender: |  |
| **A1.9** | Full postal address of main contact:  |  |
| **A1.10** | E-mail address of main contact: |  |
|  | Telephone number of main contact (both landline and mobile): | **`** |
| **A1.11** | Please provide a brief history of your organisation and its main business activities(maximum 100 words)  |
|  |
| **A1.12** | Please describe any current or previous NCS delivery (max 200 words) |
|  |  |
| **A1.13** | How many full time equivalent staff does your organisation employ? |
|  | 1. 1 – 9 employees / volunteers
2. 10 – 49 employees / volunteers
3. 50 – 249 employees / volunteers
4. 250 - 4999 employees / volunteers
5. More than 5000 employees / volunteers
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| **Section A2) Standards, Policies & Due Diligence****We may carry out further due diligence with providers who progress to the next stage of procurement.**  |
| **A2.1** | Is your organisation Cyber Essentials Plus certified?  | YES / NO |
| **A2.2** | Is your organisation aware of aware of and comply with General Data Protection Regulation (GDPR) obligations and responsibilities? | YES / NO |
| **A2.3** | Has your organisation had a full inspection or re-inspection by Ofsted within the last 5 years? The inspection must relate to your organisation specifically and not include delivery undertaken as a subcontractor to an organisation which had the inspection. Please include details of your inspection result if applicable.  |
|  | 1. Yes
2. Currently waiting to be inspected
3. No
4. My organisation is not in scope for inspection by Ofsted
 |  |
| **A2.4** | Does your organisation hold, and be able to present if requested, the following organisational policies in a current and appropriate form, and compliant with all applicable legislation? |
|  |  | Last Updated |
|  | Health & Safety | YES/NO |  |
|  | Equality & Diversity | YES/NO |  |
|  | Safeguarding of Vulnerable Persons | YES/NO |  |
|  | Environmental & Sustainability | YES/NO |  |
|  | Quality and improvement | YES/NO |  |
|  | HR processes including safe recruitment | YES/NO |  |
|  | Complaints & Harassment | YES/NO |  |
|  | Fraud Protection  | YES/NO |  |
|  | Business Continuity | YES/NO |  |
|  | Data Protection | YES/NO |  |
|  | I.T. Security / Storage | YES/NO |  |
|  | Confidentiality / Information Security | YES/NO |  |
|  | Response to the requirements of the Prevent Duty | YES/NO |  |

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| **Section A3) Examples and References of Previous Contracts** |
| **A3.1** | Please provide two previous and relevant contract examples with references which indicate your suitability and capability to be included as a delivery partner. |
| Name of Contract: | **EXAMPLE 1** | **EXAMPLE 2** |
|  |  |
| Name of Commissioner on whose behalf the contract was delivered: |  |  |
| Start Date of Contract: |  |  |
| End Date of Contract: |  |  |
| Estimated Financial Value of Contract: |  |  |
| Short summary of purpose and objectives of contract (maximum 50 words) |  |  |
| Indication of how contract performed against contract targets (maximum 50 words) |  |  |
| Name and job title of contact referee:  |  |  |
| E-mail and phone number of contract referee:  |  |  |

**Part B: Delivery of NCS Services**

Details submitted in Part B are required to help us evaluate the appropriateness of your organisation to deliver NCS subcontracted provision. This will be evaluated in line with the criteria set out above. Please note that you may expand the sizes of any boxes within the form to accommodate your answers where applicable.

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| **Section B1) Core Service Requirement****Complete if you are interested in delivering PART(S) of the NCS service****(max 200 words per section)** |
| **B2.1** | **Please describe your organisation’s approach to delivering the following:** |
| Phase 1  |  |
| Phase 2 |  |
| Phase 3 |  |
| Phase 4 |  |
| Young People Recruitment  |  |

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| **Section B3)**  |
| **B3.1** | **Please describe how you would deliver an end to end service****(max 400 words)** |
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| **B3.2** | **Please provide details of any specialisms your organisations delivers and how this could fit within the NCS service****(max 300 words)** |
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| **Section B4) Quality Assurance** |
| **B4.1** | **Please describe how you ensure high quality delivery****(max 250 words)** |
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| **Section B5) Expertise and added value** |
| **B5.1** | **Please describe the added-value or expertise your organisation would bring to this partnership****(max 200 words)**  |
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| **Section B6) Delivery Locations**  |
| Please confirm which region/s you would be able to deliver your service in?  |
|  | **Please x** |  | **Please x** |  | **Please x** |
| Derby |  | Derbyshire |  | Leicester |  |
| Leicestershire |  | Lincolnshire |  | Northamptonshire |  |
| NorthEast Lincolnshire |  | NorthLincolnshire |  | Nottingham |  |
| Nottinghamshire |  | Rutland |  |  |  |

**Part C: Form of Tender**

In response to the Expression of Interest for the delivery of subcontracted NCS dated October 2018:

* I/we confirm that all information provided within this response is accurate and truthful.
* I/we undertake that this offer shall remain valid and open for acceptance for a period of 120 days from the date of submission unless specifically withdrawn in writing.
* I/we confirm that if our Tender is accepted we will, if required, upon demand produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force, and sign a formal contract document if required.
* I/We accept the conditions of contract set out in the Invitation to Tender, to which this tender is my/our response, and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those conditions of contract.
* We understand that Futures is not bound to accept any Tender it receives, and that the submission of this tender does not constitute any form of agreement between Futures and my/our organisation.

|  |  |
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| **Signed (electronic signatures are acceptable):** |  |
| **Name of Signatory:** |  |
| **Job Title of Signatory:** |  |
| **Name of bidding organisation for whom the above is duly authorised to sign on behalf of:** |  |
| **Date of Signature:** |  |

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**Timetable**

* Thursday 11th October – EOI window opens
* Thursday 25th October 23:59– Deadline for submission of EOI
* w/c Monday 29th October 2018 – Evaluation and scoring of Tender Responses, informing successful bidders that they have been named in our bid. A standstill period of 10 days will begin from the day we notify successful bidders and enter further negotiations and due diligence.