

Start-up Support to Stimulate Demand and Create Sustainable Businesses in Greater Manchester

Tender Ref: T17037

Document B

Tender Response V1.0

Organisation Name: [Enter name]



1. **Organisation Details and Suitability Assessment (Minimum Standards)**

| **Category Number** | **Question Number** | **Question** | **Possible Answers** | **Answer** |
| --- | --- | --- | --- | --- |
| Category 1  Organisation Background | 1.1 | Please provide the Registered Company Name and Address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful) | Name Address |  |
| 1.2 | Please provide postal address if different from above | Address |  |
| 1.3 | Please confirm the key contact for this project on-going including name, email address and direct telephone number. | Name Email Address Telephone Number |  |
| 1.4 | Please confirm the email address to be used for any communications with regard to this tender offer. | Email Address |  |
| 1.5 | Are you a Small, Medium or Micro Enterprise (SME)? | Yes/No |  |
| 1.6 | Is your organisation a: | PLC Limited Company Sole Trader Partnership Other |  |
| 1.7 | If other, please specify. | Free Text |  |
| 1.8 | If operating as a Partnership please state the number of Partners. | Free Text |  |
| 1.9 | If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words) | Free Text |  |
| 1.10 | Please provide the date your organisation commenced trading. | Free Text |  |
| 1.11 | Please provide your Company Registration Number. | Free Text |  |
| 1.12 | Please provide your VAT Registration number. | Free Text |  |
| 1.13 | Please select either a or b and answer as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services. | a or b |  |
| 1.14 | If your answer to above is (b), please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used.  Name;  Registered address  Trading status  Company registration number  Registered VAT number  Type of organisation  SME (Yes/No)  The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables  The approximate % of contractual obligations assigned to each sub-contractor | Free Text  (Use separate sheet if required) |  |
| Category 2  Grounds for mandatory exclusion | 2.1 | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences below? | Yes or No |  |
| 1. Participation in a criminal organisation | Yes or No |  |
| 1. Corruption. | Yes or No |  |
| 1. Fraud. | Yes or No |  |
| 1. Terrorist offences or offences linked to terrorist activities | Yes or No |  |
| 1. Child labour and other forms of trafficking in human beings | Yes or No |  |
| 1. Money laundering or terrorist financing | Yes or No |  |
| 2.2 | If you have answered yes to the question 2.1, please provide further details. |  |  |
| 2.3 | Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes or No |  |
| 2.4 | If you have answered yes to question 2.3, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | Yes or No |  |
| Category 3  Grounds for discretionary exclusion | 3.1 | Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation |  |  |
| 1. Breach of environmental obligations? | Yes or No |  |
| 1. Breach of social obligations? | Yes or No |  |
| 1. Breach of labour law obligations? | Yes or No |  |
| 1. Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s 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 or No |  |
| 1. Guilty of grave professional misconduct? | Yes or No |  |
| 1. Entered into agreements with other economic operators aimed at distorting competition? | Yes or No |  |
| 1. Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes or No |  |
| 1. Been involved in the preparation of this procurement procedure? | Yes or No |  |
| 1. 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, contract variation relating to performance / quality or other comparable sanctions? | Yes or No |  |
|  | 1. Received a complaint that after investigation was upheld within the last 2 years? | Yes or No |  |
| 3.2 | If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | Free Text |  |
| Category 4  Insurance | 4.1 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence. | Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.2 | Please confirm if you currently have, or are willing to commit to the £1 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence. | Yes No Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.3 | Please confirm if you currently have, or are willing to commit to the £1 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence. | Yes No  Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| Category 5  Economic and Financial Standing | 5.1 | Please provide one of the following to demonstrate your economic/financial standing;  (a) A copy of the audited accounts for the most recent two years.  (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.  (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  (d) 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). | Please state which option provided  ………  **Enclosure Required  (Please note only one copy required)** |  |
| 5.2 | Please enclose your completed Document G - Financial Assessment Form. | **Enclosure Required** |  |

1. **Category 6 - Tender Specific Questions**

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| **Question Number** |  | **Question** | | **Weighting** |
| **6.1 Technical Capability and Experience**  **(Max Word Count 1000 for the whole of 6.1)** | **6.1.1** | Please provide a detailed overview of the services you deliver, your delivery models and a profile of your primary client groups. | | **10%** |
|  | | | |
| **6.1.2** | Please detail experience, knowledge and expertise in delivering business start-up / self-employment to each of the below groups:-   1. Benefit recipients 2. Economically inactive 3. Over 50s 4. Black and Minority Ethnic 5. Women 6. People with a health condition/disability 7. Those without basic skills 8. Lone parents 9. People from specific geographic locations / boundaries- ward level 10. Other – please specify | | **10%** |
|  | | | |
| **6.1.3** | Please detail any specific sector specialisms / focuses you may have e.g. Digital and Creative Technology, Professional Services | | **5%** |
|  | | | |
| **6.1.4** | Please provide an overview of your performance of contracts against targets – **(PLEASE ALSO COMPLETE TRACK RECORD TABLE BELOW).** Please detail your performance from similar business start-up contracts and highlight your achievement rates including:   1. Progression into self-employment rates 2. Employment / self-employment sustainment rates | | **5%** |
|  | | | |
| **Please complete the table below for contracts held over the past 3 years. (Not included in word Count)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Contract /Programme**  **Provision** | **Funding Body/Prime Contractor** | **Location** | **Contract Start & End Dates** | **Contracted Targets (e.g. volumes, performance/success rates)** | **Actual Performance (e.g. volumes, performance/success full rates)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **People Capacity and Expertise**  **(Max Word Count 750)** | **6.2** | Please provide an overview of the people resource you would deploy in the delivery of this programme. Please include salaried staff and associates with details of their expertise, relevant qualifications and experience of working with start up clients. Should you need to recruit for any positions please outline what they would be and likely timescales for you to appoint. | **10%** | |
|  | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **Start-up Support**  **(Max Word Count 1000)** | **6.3** | Please explain how you will support individuals into self-employment, giving examples of how you have done this successfully on other contracts / programmes. Please include:   1. How you would generate referrals from Greater Manchester organisations supporting the unemployed / economically inactive and other individuals wishing to launch a new business 2. How you would assess the eligibility of candidates for the programme 3. How you would deliver support at a time and place in their journey that is right for the individual. In particular please detail how you would help individuals decide whether self-employment is right for them 4. Examples of were you have delivered self-employment support including bespoke support for specific priority groups. This could include how you have identified specific barriers to clients’ progression and how you designed your activities to meet and overcome them 5. Approaches to supporting people into sustained self-employment | **25%** | |
|  | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **Partnership Arrangements**  **(Max Word Count 750)** | **6.4** | Please explain how will you work with the following to support individuals and early stage businesses:   1. DWP’s New Enterprise Allowance programme in Greater Manchester; 2. Greater Manchester Jobcentre Plus (JCP) colleagues, particularly in relation to advising JCP on client attendance and progression; 3. Local Business Support services e.g. Business Growth Hub, Prince’s Trust, local ERDF projects; 4. Local, regional or national strategic partnerships e.g. local skills and employment partnerships. | **10%** | |
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| **Question Number** |  | **Question** | **Weighting** | |
| **Market Intelligence and Local Knowledge**  **(Max Word Count 500)** | **6.5** | Demonstrate your knowledge of how your proposed activity will   1. Align with local strategies and existing services; 2. Take account of current and future social and economic indicators, including Labour Market Intelligence and changes in national or local government policy; 3. Take account of the factors affecting the area in which the service is being delivered; 4. Be flexible over the lifetime of the contract to respond to changing local needs and opportunities. | **5%** | |
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| **Question Number** |  | **Question** | **Weighting** | |
| **Quality & Continuous Improvement**  **(Max Word Count 500)** | **6.6** | Please detail your process and procedures to ensure quality in relation to client engagement, delivery and impact of the provision you deliver, please include details of your Data Protection and Safeguarding Procedures. | **5%** | |
|  | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **Marketing and Promotion**  **(Max Word Count 500)** | **6.7** | Please outline how you will market the programme to prospective individuals/businesses. | **5%** | |
|  | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **Provider Contract Management**  **(Max Word Count 500)** | **6.8** | Please outline how you will manage the contract relationship with Business Growth Hub. Include how you will ensure:   * Deadlines are met; * Quality and Accuracy of paperwork; * Reporting activity / delivery – actual and planned. | **5%** | |
|  | | | | |
| **Question Number** |  | **Question** | **Weighting** | |
| **Social Value**  **(Max Word Count 500)** | **6.9** | In line with The Growth Company Social Value Ethos, please state how your organisation will add value to these objectives, as outlined in Document A 5.1. | **5%** | |
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| --- | --- | --- | --- |
| **Question Number** | **Question** | | **Weighting** |
| **6.10**  **References** | Please provide details of 2 individuals / businesses you have worked with in the last 2 years for the provision of services similar to those required by Business Growth Hub including contact details  At final award stage, GM Business Support Limited may elect to contact either / both of the referees for a reference and any references received (or declined) will be taken into account during the final evaluation. Your permission for GM Business Support Limited to seek a reference from the contacts provided above at any stage during the tender process is assumed  Please provide the following information for each reference | | **For information** |
| Customer Name: | | Customer Name: | | |
| Address: | | Address: | | |
| Contact Name: | | Contact Name: | | |
| Direct Telephone Number: | | Direct Telephone Number: | | |
| Email Address : | | Email Address: | | |
| Date when first met customer: | | Date when first met customer: | | |
| Contract Award Date: | | Contract Award Date: | | |
| Contract Duration: | | Contract Duration: | | |
| Brief Description of Contract (Project): | | Brief Description of Contract (Project): | | |
| Is there any Conflict of Interest in using this customer as a reference source? YES / NO  If YES please detail: | | Is there any Conflict of Interest in using this customer as a reference source? YES / NO  If YES please detail: | | |