

Executive Development Programme

Framework 2

Tender Ref: T17002

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? |  |  |
| 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 (Max 2000 words for questions in section 6.1)** | **Capability, knowledge and resource capacity** | **Total for this section: 35%** |
| **6.1.1 Delivery locations** | Please detail where you would deliver support to Executive Development Participants and rational for your choice | **Pass / Fail** |
|  | | |
| **6.1.2 Delivery Models**  Please indicate which of the models you would adopt and give rational for your choices.  Please note: ERDF requires all claimable activity to be delivered face to face. Non face to face support would need to sit outside of the 12 hours contracted activity per business. There must be a named main beneficiary for each business and that person must participate in all 12 hours of contracted deliver. | Please indicate which of the models you would adopt and give rational for your choices.   |  |  | | --- | --- | | **Model** | **Yes / No** | | 1 to 1 exclusively |  | | Group with multiple executives from the same business |  | | Group with executives from more than one business present. |  | | Blended – a mix of the above |  | | Would you ever integrate non BGH EDP clients with other client groups / customers? |  | | **Pass / Fail** |
| **6.1.3 Delivery Materials** | Please tell us what materials you would use to support the delivery to businesses. Please include details of any recognised models / theories, any subscription or licensed materials and licence renewal information including dates. | 2.55% |
|  | | |
| **6.1.4 Delivery Resources / Equipment** | Please outline resources or equipment embedded with your delivery including interactive, digital and traditional giving rational as the value / purpose they give within your delivery. | 2.55% |
|  | | |
| **6.1.5 Delivery Availability** | Please outline days / times you would be able to work with businesses in a typical week. | Pass / Fail |
|  | | |
| **6.1.6 Delivery Structure** | Please give an overview of a typical 12 hour programme of support including structure, model of delivery and duration of sessions. | 5% |
|  | | |
| **6.1.7 Delivery Content** | Please give an overview of your areas of specialism and within each outline what support / learning / development a business may receive. | 15% |
|  | | |
| **6.1.8 Customising Delivery** | Please give an explanation as to how you would customise your delivery to meet the different learning / interaction preferences of executives. | 10% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.2 (Max 1000 words for questions in section 6.2)** | **Diagnostic Activity** | **Total for this section: 10%** |
| * 1. **Assessment of Eligibility** | Please outline how you will determine if a business referred by you to the programme indicatively meets the ERDF and growth eligibility criteria. | 2.5% |
|  | | |
| * 1. **Assessment of Need** | Outline how you would assess and identify what a business needs to develop under the programme prior to commencement of the 18 hours of support. | 5% |
|  | | |
| * 1. **Assessment of Learning Styles / interaction preferences** | Outline how you would assess the most appropriate style and methodologies for individuals within a business. | 2.5% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.3 (Max 500 words for questions in section 6.3)** | **Marketing, Promotion and Recruitment** | **Total for this section: 5%** |
| **6.3.1 Marketing and Promotion** | In line with BGH Marketing & Promotion Guidelines, please outline how you will market the programme to prospective businesses. | 5% |
|  | | |
| **6.3.2 Recruitment** | Please outline how you will engage with prospective businesses and how you will manage the expectations of a business prior to approval in relation to meeting ERDF and growth criteria and assignment of a provider. | 5% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.4 (Max 500 words for questions in section 6.4)** | **Evaluation** | **Total for this section: 10%** |
| **6.4.1 Provider Specific Evaluation** | Please outline in accordance with the brief how you will evaluate the support you deliver to a business. Please include frequency, methods, measures and reporting. | 5% |
|  | | |
| **6.4.2 BGH / Provider joint Evaluation** | Please outline how you will work in partnership with BGH to collect the required output evidence i.e. jobs created and increased sales / turnover. | 10% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.5** | **Personnel** | **Total for this section: 15%** |
| **6.5.1 Personnel Details** | Please complete the table for all personnel involved in the delivery of the programme. This should include Management, Administration and delivery staff. Please attach a CV or detailed pen profile of each member of staff ensuring that the information links to their role within the EDP programme. Please expand table as required. | 5% |
| |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Contracted or Employed Status** | **Job Title / Role within programme** | **Specialism’s** | |  |  |  |  | |  |  |  |  | | | |
| **6.5.2 Risk Management of Personnel (Max 250 words)** | Please outline how you would manage any risks to delivery in cases of staff leaving your organisation, sickness and or absence. | 5% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.6 (Max 500 words for questions in section 6.6)** | **Contract management** | **Total for this section: 5%** |
| **6.6.1 Provider Contract Management** | 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 | Pass / Fail |
|  | | |
| **6.6.2 Previous Contract Management Experience** | Please outline previous contract management experience including contract requirements and how you met them. Please specify if funded / non funded and funding source if relevant | Pass / Fail |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.7 (Max 250 words)** | **Risk Management** |  |
| **6.7. Please provide details including examples of your risk management method, experience and capabilities** |  | Pass / Fail |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.8** | **Case Studies** | **Total for this section: 10%** |
| **6.8 Case Studies** | Please give 3 detailed examples / case studies of previous work that is relevant to this tender, e.g. where the tenderer has directed procurement on behalf of a client. And if the contract objectives were successfully met. Please detail how the activity was funded (commercial, through grant / subsidy (specifying which one), voluntary etc.). Please include what aims and objectives we identified at outset and an outline as to which were met and how. **(Max 500 words each).** | 10% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.9** | **Social Value** | **Total for this section: 10%** |
| **6.9 Social Value** | Use this opportunity to identify how your values as a business (that is, your Social Value strategy or approach to Corporate Social Responsibility) will be integrated into your approach in delivering this contract. Please identify where your approach is aligned with MGC/BGH. Please identify how in the course of this contract you will make further opportunities to impact in these important areas, how you will measure the impact, and how you will keep BGH up to date with the impact you are creating through this opportunity. (Max 250 words) | 10% |
|  | | |
| **Question Number** | **Question** | **Weighting** |
| **6.10** | **Performance/References** |  |
| **6.10a Performance** | Please confirm whether your organisation in the performance of a contract within the last 2 years, has had a complaint made against them that after investigation was upheld. If so please state the circumstances and the outcome. e.g. termination of contract, variation , penalties, revision to working practices etc. | Pass/Fail |
|  | | |
| **6.10b Reference Requests**  At final award stage, Business Growth Hub may elect to contact any of the above-given organisations for a reference and any references received (or declined) will be taken into account during the final evaluation. Your permission for Business Growth Hub to seek a reference from the contacts provided above at any stage during the tender process is assumed | Please provide the following details of 2 businesses you have worked with in the last 2 years for the provision of services similar to those required by Business Growth Hub:  Customer Name  Address  Contact Name  Direct Telephone Number  Email Address  Contract Award Date  Contract Duration  Brief Description of Contract  **Please note: referees can not also be given as a Case Study** | Information only |
|  | | |