



One East Midlands 'Next Steps'

Your Opportunity and Invitation To Tender

Contract Title	OEM Development - Next Steps
Contract Contact	Dr Charles Shaw – Chair OEM 07818 434346 or 01522 524305 Out of hours 0871 288 6935
Date/time for Tender return:	Noon on Friday 14th August 2020

CONTENTS

		Page
	SECTION	TENDERER INFORMATION
		3
	Part 1	3
	Part 2	4
	Part 3	4
	Part 4	4
	Part 5	4
	*Part 6	6
	*Part 7	8
		Also Appended to this Document
	*Appendix 1	10
	*Appendix 2	11

* Denotes the parts that require completion and submission by the provider.

IMPORTANT NOTE

Guidance for Tenderers

1. You are invited to submit, no later than 5pm Monday 17th August 2020, a tender for the development and delivery of 'OEM Development – Next Steps'
2. Tenderers are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of Tenderers to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.
3. Quotations must be submitted for the service as detailed below; quotations for only part of the service may be rejected.
4. One East Midlands may at its own absolute discretion extend the closing date and time specified for the receipt of quotations, or invite variations to the terms of the contract
5. One East Midlands will evaluate this ITT based on the quality basis as described.
6. One East Midlands does not bind itself to accept any quotation and reserves the right to accept a quotation either in whole or part for the services specified
7. All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation. Discounts, trade allowances of any kind must be shown separately.

Description of Requirement

1. Background

One East Midlands (OEM) is the regional network for the voluntary and community sector (VCS). Our mission is to maximise the role of the VCS as an influential, valued and equal partner in all policy development in the region.

With no current paid staff, the OEM board successfully commissioned and worked with partners to produce the East Midlands Inclusion Framework in 2018. OEM then funded workshops in 2019 to support the VCS to learn from and implement the framework. We are committed to using our limited resource to continue to support VCS inclusion and to support development of inclusive practice which aims to challenge inequality and poverty for our member organisations and key stakeholders.

We are inviting tenders from potential providers to build on the previous work of the East Midlands as a leader in social inclusion policy to support One East Midlands to take the next steps in delivery of our mission on behalf of the members of One East Midlands. This work will build on the work of the OEM board which has identified strategic priorities for 2020/21 in order to secure funding and deliver activity as below in support of the above priority.

2. Requirements

The successful provider will be required to:

- I. Briefly review the funding and work of OEM sister organisations identifying opportunities for OEM to learn from or adopt practice.
- II. Identify appropriate funding opportunities, assist with applications for secure funding to a minimum of £100K to delivery activity in line with OEM action plan, strategic priorities identified and VCSE needs in response to COVID-19
- III. Run a social media campaign to increase membership of OEM
- IV. Organisation of annual OEM event, usually in December, may now be Spring 2021 due to COVID-19 and possibly as a virtual event if COVID-19 restrictions still in place – if a real world event, a separate budget will be reserved for venue and lunch outside the budget for this contract.
- V. Presentation/workshop at OEM Conference
- VI. Drafting and posting of regular updates to website content as agreed with delegated board member(s)
- VII. Attending and/or supporting board meetings
- VIII. Drafting of papers and reports to briefly report on progress and proposals.

All activities and service to be compliant with current legislation and/or board decisions.

The Intellectual property for all work produced under this contract shall transfer to OEM at point of delivery.

3. Pricing Information

£6,000 including expenses

4. Indicative Timetable

It is envisaged that the following timetable will apply:

Phase	Date
Questions for clarification to office@one-em.org.uk	By 10 th August 2020
Submission of the Invitation to Tender /Quotation	Noon 14 th August 2020
Evaluation & further Clarifications	14 th to 23 rd August 2020
Interview (virtual or physical)	Within August 2020
Award of Contract	Within September 2020
Start Date & Mobilisation Meeting	By agreement
Completion of work	31 st March 2021

5. Selection and Evaluation

- 5.1 The evaluation of Tenders will be based on a quality and price assessment approach. The assessment of quality will consider written information provided by the organisation in relation to the specific requirements as set out within the ITT document. All relevant submitted evidence will be assessed/merit rated against pre-determined criteria.
- 5.2 The breakdown of this is shown in the table below which details the quality assessment.

QUALITY AND PRICE EVALUATION	
Stage 1 Ability to perform Services in the Specification in accordance to the timescales	Stage 2 Written Proposals
Pass / Fail	100%

Quality Assessment – Stage 1 Timescales

- 5.3 The ability to perform Services as detailed in the Specification
- 5.4 Respond by signing the Confirmation Certificate **Appendix 2**

Quality Assessment – Stage 2 Written Proposals

- 5.5 **Quality assessment will account for 100%** of the Quotation Evaluation. After rejecting bids that in the opinion of One East Midlands are too low in terms of quality, the highest quality score will be given 100%. Each of the other scores will then be calculated in proportion to give the Weighted Quality Score. Providers who score in excess of 70% of the quality marks may be invited to attend a clarification interview in order to discuss points included in the written proposals. The points discussed may result in scores being adjusted either up or down. Where a response to any question is given a score of nil, (0), the tender may be discounted in its entirety and take no further part in the process.
- 5.6 The purpose of the interviews will be to clarify responses provided by the Quotation Providers. This will then allow the evaluation team to review any scoring against the written proposals, if required. It will be expected that the Quotation Provider's proposed operational team will attend the interview

Overall Assessment – Stage 3

- 5.7 The Weighted Quality Score for each Quotation will be compared. A risk assessment will be carried out on the Quotation offering the most economically advantageous Quotation i.e. the highest Quality Weighted Score.

Evaluation Criteria

- 5.8 The key evaluation criteria on which the Quotation will be assessed are as follows: -

Quality Criteria	Quality Weighting	Overall Weighting	Sub-Weighting
Experience & Competence	100%	100%	40%
Quality & Resources			20%
Delivery			20%
Value For Money			20%

Evaluation Method

- 5.9 Responses will be marked in accordance with the following scales for each of the evaluation criteria as relevant:

Score	Performance	Judgement
5	Meets the standards exactly as specified	Excellent
4	Meets the standard well, but not exactly	Good
3	Meets standard in most aspects, fails in some	Satisfactory
2	Fails standard in most aspects, meets it in some	Doubtful
1	Significantly fails to meet the standard	Poor
0	Completely fails to meet the standard	Not worth considering

6. Written Proposals

General

- 6.1 Applicants providing quotations need to provide relevant information with regard to all matters set out below. The responses and information **are to be** submitted as part of the tender. Not providing such information may result in the tender being rejected.

Compliance with Proposals

- 6.2 In providing the quotation, the organisation shall comply with the contents of its proposals or any amendments agreed with One East Midlands.

Material Misrepresentation

- 6.3 One East Midlands shall rely on the information provided by the quoting organisation. A material misrepresentation contained therein shall constitute a material breach of contract.

Note that questions should be addressed in strict order.

A. EXPERIENCE AND COMPETENCE

- A1 Please provide along with this submission 2 relevant references that will be used to assess your expertise and capability to deliver the requirements of this contract. Please use the form **Appendix 2**
- A2 Please provide details of your experience related to this specification and the aims of One East Midlands.
- A3 Please provide details of where you have worked with the Third sector and your understanding of OEM strategic priorities

B QUALITY AND RESOURCES

- B1 Please provide CVs for all persons who will be assigned to deliver this contract, detailing experience and qualifications held. There is no qualification bar.
- B2 Please provide details of any quality assurance frameworks you work within, providing details of how you ensure that you continually meet the requirements within these frameworks and how you self assess to ensure continual high quality.
- B3 Please provide details of how you monitor and manage information to ensure it is easily accessible and adheres to Data Protection requirements and confidentiality.

C DELIVERY

- C1 Please provide a detailed timeline showing how you plan to deliver the contract.
- C3 Please outline how you propose to work in partnership with One East Midlands and other sector stakeholders to build on the intelligence already held in the , and where relevant beyond, linked directly to the aims of this sector and specification.
- C4 Please detail how you intend to manage this project and meet the set deadlines

D VALUE FOR MONEY

D1 Please detail how you would work with One East Midlands to ensure your services are of a high standard and are managed cost effectively, whilst also ensuring that value for money is achieved and evidenced at all times.

Payments

6.5 One East Midlands needs the following information and currently pays by BACS or Cheque and will at its discretion pay by either method.

Name and address of Bank or Building Society:	
Bank/Building Society sort code:	
Bank/Building Society account number:	

7. Company Information or Individual Applicants

1	BASIC DETAILS OF YOUR ORGANISATION or SELF	
1.1	Name of your organisation or Self	
1.2	Business Address: Post Code:	
1.3	Contact name for enquiries about this Quotation	
1.4	Job Title:	
1.5	Telephone number:	
1.6	E-mail address: (if available)	
1.7	Website address (if any):	
1.8	Company Registration number (if this applies):	

If we need further information we will contact you.

Insurance

This section will be evaluated.

The Minimum Requirements for this contract are:

- i. Public Liability Insurance is required in respect of each and every claim.
- ii. A minimum sum of £250,000 Professional Indemnity Insurance is required.

The applicant(s) should have this level of insurance in place at the time of tender or agree to obtain it prior to contract award, should the Organisation be successful. Please use appropriate voluntary sector networks for any advices on this.

1	Does the Organisation have the minimum levels of insurance in place at the time of submitting this Quotation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	The Organisation agrees to obtain minimum levels of insurance prior to contract award, should the Organisation be successful.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Thank you for taking the time to respond to this invitation.

Please email your quotation application to:

office@one-em.org.uk

And notify 07818 434346 by phone or text that you have submitted

Reference Template

This part of the Invitation to Tender/Quote is intended to provide the Consultant with the opportunity to 'show-case' one's experience of previous, similar work and demonstrate their approach to service delivery, performance and capability.

Therefore you are required to provide **two** references that demonstrate relevant proven experience.

Your referee must complete the following template. ALL completed references to be returned with your submission. One East Midlands reserves the right to verify the authenticity of the reference at any time during the procurement process

REFERENCE FORM	
1. REFERENCE FOR: <i>(Insert Name of Firm that you provided services to)</i>	
CLIENT: <i>(Insert your name)</i>	
CONTACT NAME:	TEL:
FULL ADDRESS:	
CONTRACT VALUE £ (PER ANNUM):	CONTRACT DURATION:
TYPE OF RELATIONSHIP AND CONTRACT BACKGROUND	
DESCRIPTION OF THE SERVICE PROVIDED.	
PERFORMANCE BEING ACHIEVED	
ISSUES ENCOUNTERED IN THE PROVISION OF THE SERVICE AND MEASURES TAKEN TO ADDRESS THEM AND PREVENT RE-OCCURRENCE:	
DETAILS OF ANY INNOVATIVE SOLUTIONS IMPLEMENTED OR RECOMMENDED TO THE CLIENT (if not implemented, please provide an explanation as to why not):	

Confirmation Certificate

Date:	
Signature:	
Status (Director/Individual etc)	
name:	
Address:	
Telephone number(s): Landline and/or mobile	
e-mail address:	

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