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**APPENDIX B: Tender Submission**

**Partnership Opportunity: Invitation to Tender, November 2019**

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

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| **Tender Submission** | | | | | | | | | | | | | | | | | |
| Your name | | | Click here to enter text. | | | | | | **Job Title** | | | | | Click here to enter text. | | | |
| Organisation name | | | Click here to enter text. | | | | | | | | | | | | | | |
| Tender Reference | | | **CovW/1/3/** | | **Hort** | | | | | | | | | | | | |
| Your contact details | | | Address: Click here to enter text. | | | | | | | | | | | | | | |
| Telephone number: Click here to enter text. | | | | | | | | | | | | | | |
| Email address: Click here to enter text. | | | | | | | | | | | | | | |
| 1) About your organisation  (i) Please describe briefly the purpose and aims of your organisation, and how these align with the aims of BBO Progress  (maximum 150 words) | | | Click here to enter text. | | | | | | | | | | | | | | |
| (ii) Please select the areas you are able to deliver in  Please tick all that apply. Please refer to the tender opportunities above for details. | | | Coventry  North Warwickshire  Nuneaton & Bedworth | | | | | | | | Rugby  Stratford  Warwick | | | | | | |
| 2) Current / Recent Delivery  (i) Please list relevant\*, specific examples of projects or services you have delivered within the last two years (where possible).  (ii) Please state briefly what each project /service entails/entailed.  \**Relevant projects will demonstrate your organisation’s experience of providing coaching support to vulnerable young people, including those who are NEET or at risk of becoming NEET, and those with learning differences or physical disabilities*.  NB: (i) and (ii) are scored together.  (maximum 500 words) | | | (i) Click here to enter text. | | | | | | | | | | | | | | |
| (ii) Click here to enter text. | | | | | | | | | | | | | | |
| 3) Experience  (i) Using the above examples of your current or recent delivery, please describe HOW services you have delivered have supported young people to move towards education, training or employment.  (maximum 700 words)  *Value for Money will be assessed using this question. Please refer to Appendix C Scoring Matrix for information.* | | | Click here to enter text. | | | | | | | | | | | | | | |
| (ii) Which of these groups do you have recent (within the last two years) experience of working with? | | | Those with mental health issues / poor mental health  Those with physical health issues and disabilities  Young people  Those with learning differences  Young People in Care  Those with substance and alcohol abuse issues | | | | | | | | | | Lone parents  Those with English language needs (ESOL)  Those experiencing homelessness  Care Leavers  Others *(please specify):* Click here to enter text. | | | | |
| 4) Partnerships  Building Better Opportunities: Progress is a partnership of 11 organisations working closely together to achieve shared targets and outcomes.  Please comment on how you will work closely with existing partners to ensure your offer adds value to the partnership.  (max 300 words) | | | Click here to enter text. | | | | | | | | | | | | | | |
| 5) Staffing  (i) What will be the structure of your BBO Progress staff team? Please complete the table below: | | | | | | | | | | | | | | | | | |
| Role | **No. of posts** | **FT / PT** | | **Hours / week** | | | **Direct / agency** | | | **Existing staff Y/N** | | | | | **Brief Role Description** | | **Name** |
| Text | Number | Text | | Text | | | Text | | | Text | | | | | Text | | Text |
| Text | Number | Text | | Text | | | Text | | | Text | | | | | Text | | Text |
| Text | Number | Text | | Text | | | Text | | | Text | | | | | Text | | Text |
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| Text | Number | Text | | Text | | | Text | | | Text | | | | | Text | | Text |
| (ii) Additional comments on proposed staffing structure  *(maximum 200 words)* | | | Click here to enter text. | | | | | | | | | | | | | | |
| 6) Your Delivery Offer  (i) Please describe your proposed delivery offer, including:   * the structure and content of your delivery, * how you will recruit participants * how you will support participants * how you will identify progression opportunities   Please also include information on:   * how your offer will meet the needs of this cohort of young people * how your offer might add value to the existing partnership, and * the envisaged outcomes for young people.   *(max 1000 words).*  *Value for Money will be assessed using this question. Please refer to Appendix C Scoring Matrix for information.* | | | Click here to enter text. | | | | | | | | | | | | | | |
| (ii) Delivery will ideally start as soon as possible, and will need to integrate quickly and smoothly into an existing delivery partnership.   * What key operational steps will you need to take to start delivery? * When are you able to start delivery? Please be as specific as possible. | | | Click here to enter text. | | | | | | | | | | | | | | |
| 7) Delivery Capacity & Locations  (i) Please state the maximum number of young people you envisage being able to support in each area.  Costings to help inform your proposal can be found in the tender specification.  *Value for Money will be assessed using this question. Please refer to Appendix C Scoring Matrix for information.* | | | **Coventry** | | | Click here to enter text. | | | | | | **Rugby** | | | | Click here to enter text. | |
| **North Warwickshire** | | | Click here to enter text. | | | | | | **Stratford** | | | | Click here to enter text. | |
| **Nuneaton & Bedworth** | | | Click here to enter text. | | | | | | **Warwick** | | | | Click here to enter text. | |
| (ii) Please confirm the address(es) of the locations or premises you will be delivering from / anticipate delivering from | | | Click here to enter text. | | | | | | | | | | | | | | |
| 8) Delivery Costings | | | | | | | | | | | | | | | | | |
| (i) Please state the total grant you are tendering for to deliver the offer outlined in question 6 to the number of young people stated in question 7. *Please refer to the specification for the total grant available.* | | | **£** Amount | | | | | | | | | | | | | | |
| (ii) Please give an estimated breakdown of costs against the headings given. | | | **Cost Type** | | | | | **Total (£)** | | | | | | | | | |
| Staff Costs - Directly Employed | | | | | Amount | | | | | | | | | |
| Staff Costs - Consultants / Sessional workers | | | | | Amount | | | | | | | | | |
| Overheads | | | | | Amount | | | | | | | | | |
| Consumables (e.g. stationary) | | | | | Amount | | | | | | | | | |
| Equipment incl. hire / lease | | | | | Amount | | | | | | | | | |
| Marketing & promotion | | | | | Amount | | | | | | | | | |
| Monitoring & evaluation | | | | | Amount | | | | | | | | | |
| Participant allowances and expenses | | | | | Amount | | | | | | | | | |
| Staff expenses | | | | | Amount | | | | | | | | | |
| Venue / Premises hire | | | | | Amount | | | | | | | | | |
| Volunteer expenses | | | | | Amount | | | | | | | | | |
| **Overall Total** | | | | | Amount | | | | | | | | | |
| **Comments:**  Click here to enter text. | | | | | | | | | | | | | | |
| 9) Supporting Statement  Please enter any additional information or evidence to add in support of your application  *(max 500 words)*  This question is not scored. | | | Click here to enter text. | | | | | | | | | | | | | | |
| 10) Referees  Please provide contact details for two suitable referees who can be contacted prior to the award of the tender  This question is not scored. | | | Name: Click here to enter text.  Organisation: Click here to enter text.  Telephone no.: Click here to enter text.  Email: Click here to enter text. | | | | | | | | Name: Click here to enter text.  Organisation: Click here to enter text.  Telephone no.: Click here to enter text.  Email: Click here to enter text. | | | | | | |
| End of Tender | | | | | | | | | | | | | | | | | |