**APPENDIX B:**

**Tender Submission**

**Partnership Opportunity: Invitation to Tender, March 2020**

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/** | | **EM2020 (English & Maths Functional Skills)** | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | |  | | Rugby | | | | |  |  |
| Nuneaton & Bedworth | | | |  | | Stratford-upon-Avon | | | | | | | |  | | Warwick | | | | |  |  |
| 2) Current Delivery  (i) Please give examples of projects you have delivered within the last two years (where possible) which demonstrate your organisation’s experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET.  (maximum 300 words) | | | Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | |
| 3) Experience  (i) The young people support via Progress are often vulnerable, with complex needs and significant barriers to engaging with education, employment or training.  Using examples of your current or recent delivery, please describe how you have ensured your delivery has met the needs of vulnerable young people.  (maximum 500 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  Young people  Those with learning disabilities  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  Close working relationships with other delivery partners and local external stakeholders is essential to the success of the programme. :   1. Please outline which key stakeholders (local authorities, schools and training providers, employers; voluntary & third sector organisations etc.) you currently have a relationship with, and the nature of that relationship   (max 300 words) | | | Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | |
| (ii) Please indicate what you anticipate the key challenges of delivering as part of a partnership will be, and how you may overcome them  (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 | | | |
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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 and where you will deliver your offer / young people will access your offer, * how your offer will meet the needs of this cohort of young people and add value to existing support, and * the envisaged outcomes for young people.   *(max 800 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) When are you able to start delivery?  Please be as specific as possible. | | | Click here to enter text. | | | | | | | | | | | | | | | | | | | | | | |
| 7) Delivery Capacity & Locations  (i) Please outline 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 | | | Text | | | | Rugby | | | | | | Text | | | | | North Warwickshire | | Text | | |
| Nuneaton & Bedworth | | | Text | | | | Stratford | | | | | | Text | | | | | Warwick | | Text | | |
| (ii) Please confirm the address(es) of the locations or premises you will be 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 | | | **£** Amount | | | | | | | | | | | | | | | | | | | | | | |
| (ii) Please give an estimated breakdown of costs against the headings given | | | **Cost Type** | | | | | | | | **May – December 2017 (£)** | | | | | | | **January – December 2018 (£)** | | | | **Total (£)** | | | |
| Staff Costs - Directly Employed | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Staff Costs - Consultants / Sessional workers | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Overheads | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Consumables (e.g. stationary) | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Equipment incl. hire / lease | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Marketing & promotion | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Monitoring & evaluation | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Participant allowances and expenses | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Staff expenses | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Venue / Premises hire | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| Volunteer expenses | | | | | | | | Amount | | | | | | | Amount | | | | Amount | | | |
| **Overall Total** | | | | | | | | Amount | | | | | | | Amount | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | |