



## NOMS CFO Social Enterprise Consortia Building Programme

### Extract for Stage 2 RFP Questions – For reference only

Please note:

- You **cannot** respond directly to the questions below. Any response must be submitted via the Ministry of Justice eSourcing portal:

[\(https://esourcing.justice.gov.uk/\)](https://esourcing.justice.gov.uk/)

- This extract is provided so that organisations associated with a potential consortium model are aware of the responses that will need to be provided as part of the Stage 2 RFP without having to have access to the eSourcing portal
- It is not necessary for every organisation taking part in this programme to register for, and have access to, the eSourcing portal. Only one organisation on behalf of each prospective consortium model may have access (as per submitting the Stage 1 RFP response)
- The deadline for the return for Stage 2 RFP submissions via the eSourcing portal is **15:00 31<sup>st</sup> October 2012**
- If, after reading the above, you do require access to the eSourcing portal on behalf of your potential consortium please contact:

[simon.ambrose@noms.gsi.gov.uk](mailto:simon.ambrose@noms.gsi.gov.uk)

## RFP 2 Questions

\* = showstopper question

\*\* = attachment included/allowed

### Admin and Background

Unscored

**NB: References to consortium or consortia refer to those entities that are already a legal entity or in the development of establishing a consortium structure.**

Q1.1: Please confirm the name of your consortium.

Q1.2: Under your proposal, will the consortium named in Q1.1 exist as an entity in its own right by 31<sup>st</sup> November 2012?

*If yes, this shall be the entity that the Authority awards the grant to in the event that your submission is successful.*

Q1.3: If the consortium named in Q1.1. will NOT exist as a legal entity in its own right by 31<sup>st</sup> November 2012, please provide the full name of the organisation, in the capacity as a member of your consortium, that will be nominated to receive the grant in the event that your submission is successful?

*The Authority will only be able to award the grant to a legal entity.*

Q2.1: NOMS CFO received positive feedback during the dialogue sessions regarding ongoing engagement between consortia once this procurement has concluded. NOMS CFO, therefore, wishes to facilitate engagement between interested organisations after the RFP Stage 2 process. If you are successful would you be willing to:

- a) produce a short pen-picture to be published as part of a newsletter in 2013 outlining the work of those organisations awarded grants as part of the Social Enterprise Consortia Building Programme and
- b) have your (nominated) contact details shared?

\*\*Q3.1: I confirm I have attached an updated partnership matrix outlining the involvement of the members of this consortium (subject to any final changes outlined elsewhere in your response).

Q4.1: Please briefly state the geographical area(s) that your consortium will operate.

\*Q5.1 I confirm, on behalf of the consortium, unqualified acceptance of the Terms and Conditions of the Grant Agreement Template.

\*Q6.1: I confirm that the consortium, and any members involved in the consortium, will comply with all relevant ESF Regulations as outlined in the Grant Agreement Template when undertaking work associated with this proposal.

\*Q7.1: I confirm that the attached budget template is compliant with all relevant ESF Regulations and that the consortium, and any members involved in the consortium, will ensure compliance with the financial, evidential and reporting obligations outlined in the Grant Agreement Template.

## Policy and CFO Context

25%

Q8.1 Please briefly describe the eventual delivery offer that your consortium intends to provide. (NB: this will be the delivery offer that would be available post-grant period.)

Your response should clearly address the following points:

- a brief description of what service delivery or provision your consortium will be able to offer once it is operational.
- the benefits of this delivery offer to NOMS CFO and other stakeholders.

(250 words)

Q8.2: How will your final proposed consortium model and eventual delivery offer align with main CFO provision in the appropriate region(s)? (NB: whilst this funding cannot be used for delivery, the Authority needs to be clear that the eventual delivery offer to be realised via this technical assistance would be complementary to CFO delivery and avoid duplication.)

Your response should clearly address the following points:

- What engagement you have had to date with the CFO Prime Provider(s) specifically in relation to this proposal. (This should include named contacts that you have engaged with.)
- What engagement you have had to date with other key stakeholders specifically in relation to this proposal. (This should include named contacts that you have engaged with.)
- How the above engagement has shaped or defined the eventual delivery offer.

(500 words)

\* Q8.3: Please clearly outline your Social Enterprise (SE) proposal to demonstrate how the nature of your final proposed consortium model is aligned with the social enterprise objectives of this programme, and how this will be maintained.

Your response should clearly address the following points:

- A statement as to how the SE proposal is being developed i.e. whether you will be establishing a new SE, whether you are developing an existing SE model, whether the consortium itself will be established as a SE, whether you are developing a SE supply chain(s).
- A description of what the SE model is and what it intends to deliver. (NB: it is important to demonstrate the SE model and value that the final proposed consortium is offering rather than simply naming SE organisations in your supply chain without a clear articulation of how these are specific to this proposal.)
- In what ways and to what benefit any generated surpluses will be re-invested.
- What social value your model is able to deliver.

**NB: As per Document 1 – Request for Proposal this is a showstopper question. A score of less than 70% will result in your submission not being taken forward as part of this evaluation.**

(1000 words)

## **Consortia Models**

**35%**

\* Q9.1: How is/will your consortium be constituted, and why?

Your response should clearly address the following points:

- What your chosen consortium model is (if known) or what option(s) you are considering in relation to the constitution of your consortium e.g. a Special Purpose Vehicle, Lead member etc.
- What governance arrangements will be implemented or what option(s) you are considering in relation to governance and monitoring arrangements for your chosen consortium model.
- The rationale for the option(s) that you have chosen or are considering in relation to the above and how any redeemed Technical Support has assisted with this process.
- What other areas of development and/or considerations need to be undertaken to arrive at a final decision regarding the chosen approach and arrangements e.g. finalisation of consortium membership; any potential for the chosen consortium model to change depending on growth and development – if so, how and at what point (i.e. what triggers) will the model change etc.

**NB: As per Document 1 – Request for Proposal this is a showstopper question. A score of less than 70% will result in your submission not being taken forward as part of this evaluation.**

(1,000 \*\*words)

**As per Document 1 – Request for Proposal, you are allowed to upload an attachment that depicts your proposed consortium model, if required. This attachment must only be used to illustrate the model (i.e. in a diagrammatic format – please see example) rather than to supplement the word count. In the event that the Authority considers the attachment to be subverting the word count, it will not be considered as part of the evaluation.**

## **Sustainable Development**

**5%**

Q10.1: Please outline how your refined proposal aligns with, and delivers against, the ESF Sustainable Development agenda.

Your response should clearly address the following points:

- A brief overview of your understanding of the ESF Sustainable Development agenda.
- A succinct explanation of how your proposal will contribute effectively to this agenda.

(250 words)

## **Organisational Structure**

**15%**

\*\*Q11.1: Please complete the attached project plan template to provide an updated implementation and project plan detailing key activities and milestones to be undertaken for the duration of the grant period.

Please ensure you address the following points:

- That you complete the attached project plan template to indicate key activities, milestones and associated timescales and that you provide a

brief explanation in the supporting narrative for those activities or milestones that may be subject to change or are still to be finalised.

- Clearly indicate in the supporting narrative the period of time that the grant is required e.g. 1<sup>st</sup> January 2013 – 31<sup>st</sup> December 2014.
- Ensure any links with your proposed payment profile are made clear in the supporting narrative i.e. if the payment profile is linked to key milestones.
- Clearly show on the attached plan and outline in the supporting narrative when you anticipate your final proposed consortium model to be in place and operational (this should relate to the response you provided in response to Q9.1)

(500 words)

### **ESF Compliance and Finance**

**20%**

\* Q12.1: Please complete the attached budget template to provide an updated forecast of your costs for the duration of the Grant Period. You should also provide supporting narrative, where indicated below, within the specified word limit.

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Your response should clearly address the following points:

- Populate the attached budget template in accordance with the stated instructions and ensure that this corresponds with the requested grant period in your response to Q11.1;
- State in the supporting narrative your requested start-up payment, if required – NB: this should not exceed 30% of the total grant funding available;
- State in the supporting narrative the intended frequency of payments for the Reference headings and/or cost lines on your populated budget template (i.e. monthly or quarterly) and whether payment is requested in advance or in arrears;
- State in the supporting narrative your proposed retention fee that would be retained by the Authority pending final invoicing and reconciliation - NB: this should be at least 10% of the total grant funding available.
- Provide in the supporting narrative an overview of the risks that you foresee should you not secure this technical assistance funding in terms of your consortium and delivery development.

**NB: As per Document 1 – Request for Proposal this is a showstopper question. A score of less than 70% will result in your submission not being taken forward as part of this evaluation.**

(500 words)

Q12.2: Please describe how your proposed consortium model will ensure that it is "self sufficient" with regard to finance and other resources that may be required.

Your response should clearly address the following points:

- An explanation of how you will ensure that your consortium does not become reliant on grant funding.
- Any income or revenue generation streams that are being explored or will be in place once operational (e.g. revenue generation from the SE model) and an indication of the forecast annual financial value of these streams.
- Any additional resources or match that your consortium is able to bring in to bolster this technical assistance funding.

(500 words)