



Ministry of
JUSTICE



European Union
European Social Fund
Investing in jobs and skills

NOMS CFO Social Enterprise Consortia Building Programme

Extract for Stage One 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/>)
- This extract is provided so that any organisation interested in joining a prospective consortium model is aware of the responses that will need to be provided as part of the Stage One RFP without having to first register on the eSourcing portal
- It is not necessary for every organisation wishing to take part in this programme to register for, and have access to, the eSourcing portal. Only one organisation on behalf of each prospective consortium model must register in order to submit the Stage One RFP response (either the consortium itself or a “lead” member on behalf of the consortium members)
- The deadline for the return for Stage One RFP submissions via the eSourcing portal is **15:00 29th June 2012**
- If, after reading the above, you do require access to the eSourcing portal on behalf of your prospective consortium please contact:

simon.ambrose@noms.gsi.gov.uk

Question Information
1. Organisation Details
1.1 Please briefly outline the reasons for choosing this particular lot.
1.2 Is your consortium already legally constituted and/or are there formal arrangements in place? If no, the following questions should be answered as far as possible in line with the proposed consortium model and arrangements at the time of submission.
1.3 What is your (Proposed) consortium name?
1.4 What is your (Proposed) consortium model i.e. lead agency, legally constituted (hub) or Special Purpose Vehicle (this should be the intended entity that the Authority will enter into the Grant Agreement with).
1.5 If a lead agency, please confirm the lead organisation.
1.6 Please confirm that you have completed and attached the Consortium Matrix detailing the required information for all members of your (proposed) consortium as at time of submission.
1.7 Please confirm that you will notify the Authority of any future proposed change in relation to your consortium so that they can make a further assessment by applying the selection criteria to the new information provided.
2. Non-UK Businesses
2.1 Is / will the consortium be a Non-UK Business? If the entity that the Authority will be entering into the Grant Agreement with is / will be registered outside of the United Kingdom, then it is / will be a Non-UK Business. If this is the case, then the submission will be ineligible due to the restrictions pertaining to ESF funding.
3. Economic and Financial Standing Regulation 24
3.1 Please confirm that, once your consortium is legally constituted and/or there are formal arrangements in place, you will provide if requested by the Authority a means of demonstrating financial status. NB: Any request by the Authority will only be made at a reasonable point during the Grant Agreement should this be deemed relevant.
4. Insurance
4.1 Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £2 million. Please confirm either that your consortium has this place or will have this in place.
4.2 If you answered no to question 4.1, please provide details in the text box.
4.3 Please detail any other relevant insurances that your (Proposed) consortium holds or would seek to hold.

5. Health and Safety

5.1 Please confirm that your (Proposed) consortium will comply with all respective Health and Safety legislation.

6. Equalities

6.1 Please confirm that your (Proposed) consortium will comply with all respective Equality, Diversity and anti-discrimination legislation.

7. Terms and Conditions

7.1 Please indicate your unqualified acceptance of the Terms and Conditions of the Grant Agreement and Annexed Schedules as stated in the Grant Agreement Template.

7.2 Where you have answered "No" to the previous question, please suggest any proposed changes to the 'Grant Agreement Template'. Please attach the updated document to this question and provide any further details (for example description of non-compliance).

This should include a concise description of changes and reasons along with proposed draft wording for amendments which should offer an equivalent or improved level of protection for the Authority.

Any amendments proposed will be considered as part of the evaluation process and where any proposed resolutions are not acceptable to the Authority, such offers will be rejected. Where the Authority agrees changes with the bidder to the 'Template Grant Agreement' resulting from the resolution of any items entered under this document, all such changes will be word processed into the Grant Agreement by the Authority.

8. Policy and CFO Context

8.1 Please explain how your Social Enterprise business model differs from other business and voluntary and community sector approaches, including:

- An outline of the key differences of your business model.
- How you have reflected these differences in the design of your proposal.
- How your proposal delivers an offer relevant to the reducing re-offending agenda, with particular emphasis on incorporating skills and employment, but alongside other pathways.
- To what extent, and in what ways, statutory agencies (for example prisons/probation) are factored into your model.
- How you are incorporating your knowledge and understanding of the issues involved in working with offenders into your (proposed) consortium.

Word limit: 750.

Please enter Part 1 of your response (500 words max).

Please enter Part 2 of your response (250 words max).

8.2 Please demonstrate how your proposal will / might be able to deliver a wide impact as outlined in the Specification, including:

- The type of impact to which your model relates (e.g. financial, social etc.)
- How your model supports and aligns to the main NOMS CFO provision.
- How your model relates to any other policy contexts as outlined in the Specification.

Word limit: 500.

9. Consortia Models

9.1 Please give an overview of how your (proposed) consortium is structured, including:

- (Likely) legal relationships.
- The nature of the offer from individual members and how these add value to each other.
- How the (proposed) consortium was brought together and the process(es)/thinking that you have followed and an indication of how advanced your discussions are.

Word limit: 500.

9.2 Please explain what your Social Enterprise proposal is and how this funding will be utilised to deliver this model. Please include:

- An outline of your core Social Enterprise business plan for your (proposed) consortium model, and how it is appropriate for your chosen lot.
- What the likely routeway will be between all the partners for clients.
- What your proposed funding model is, including proposals for revenue generation.
- What the nature of the eventual delivery offer(s) would be.

Word limit: 750.

Please enter Part 1 of your response (500 words max).

Please enter Part 2 of your response (250 words max).

9.1 Please describe what further action is needed to progress your (proposed) consortium, including:

- Resources required and further negotiations to take place with (proposed) consortium members, statutory agencies (for example, prisons/probation) and any other considerations.
- Who, or which organisation is taking the lead in the negotiations and how that is being resourced.
- Why you have chosen this approach.
- What the members perceive as the benefits for themselves as a result of participation.

Word limit: 500.

10. Sustainable Development

10.1 Sustainable Development in its widest sense, defined in the Specification, offers a broad range of opportunities for business with social purpose. Please briefly explain how your proposal will help deliver one or more of those objectives, including:

- An outline of the objectives to be delivered and how these might link to one or more specific policy objectives (for example the Green Deal).
- An overview as to what your evidence base will be.

Word limit: 500.

11. Organisational Structure

11.1 Please outline your management processes and procedures in relation to your proposed consortium model. Please include:

- Identification of key issues and/or risks in relation to developing your (proposed) consortium and contingency arrangements for mitigating such issues/risks.
- Identification of key issues and/or risks in relation to short to mid term activity arising as a result of this initial funding and contingency arrangements for mitigating such issues/risks.
- The on-going monitoring, governance and management processes that you have or will apply to ensure that your (proposed) consortium model is able to fulfil the obligations of the Grant Agreement.

Guidance: Potential issues and/or risks should include (but are not limited to):

- Level of financial support and/or cash flow
- Resource issues (e.g. adequate staff cover etc.)
- Grant compliance
- non-engagement of an identified consortium member
- Lack of stakeholder engagement.

Word limit: 500.

11.2 Please provide a proposed Implementation and Project Plan detailing:

- Your Implementation Plan for the development of your proposed consortium model, detailing realistic timescales and key stages;
- Your Project Plan for the duration of the Grant Period confirming the total period of time (in months) that the Grant would be required (not exceeding 31 December 2014), key milestones, proposed stages for progression of consortium agreements/commitments, engagement with any key partners and/or stakeholders, and any other relevant considerations.

Guidance: You should provide a clear plan for how your proposed consortium model will be developed and the Grant Period that is required. You should also provide a brief outline of the types of activities you expect to undertake during the course of the Grant Agreement. Both plans could include activity elements, key milestones and reporting structure, as well as an exit strategy. Your plans may be in table format and attached to your response to this question.

Word Limit: 500, excluding any attached Implementation/Project Plan(s)

12. ESF Compliance and Finance

12.1 Please provide a proposed financial profile and associated payment schedule for the lifetime of the Grant Period. Please include:

- A full breakdown of anticipated costs by quarter to include staffing, logistics and infrastructure.
- Costs that you will be offsetting against NOMS CFO payments. This may also include organisational costs funded from other sources but, if so, you must clearly differentiate between both.
- Your preferred percentage payments for the following:
 - Advance payment at award stage
 - Retention at programme end pending reconciliation
 - Quarterly payments (can be flat-lined or variable).
- A description of your mechanism for transferring money to other consortium members.
- Detail on the anticipated amounts to be paid to individual consortium members.

Guidance: You are not required to submit a budget spreadsheet. However, your narrative response should clearly show each item of expenditure, the quarter in which the cost is to be incurred and if not 100%, then the proportion of the cost that is to be covered by this ESF grant. Where any of the above exceed cumulative ESF monies released at the relevant quarter, justification must be provided within the narrative.

Word limit: 750.

Please enter Part 1 of your response (500 words max).

Please enter Part 2 of your response (250 words max).

12.2 Please detail the understanding and knowledge within your (proposed) consortium of managing ESF grants and associated processes, including:

- How you will comply with ESF requirements in relation to audit.
- How you will comply with ESF requirements in relation to document retention, evidencing requirements and other restrictions detailed in the ESF Guidance.

Guidance: If you or any of your (proposed) consortium members have been in receipt of direct ESF funding, please demonstrate this in your response including any examples of other ESF grants/projects to cover budget, staff numbers, geography and a note of the complexity. Please also include any ESF audits that you may have been subject to, detailing the role that each consortium member played in administering the same.

Word limit: 500.

13. Declaration

*13.1 In the last 5 working days, have you ensured that your Supplier Profile is accurate and up to date?

To check/amend your Supplier Profile details:

- click on 'My Profile' > 'Manage my Profile' and then check the details in the all sections on the left hand side.

*13.2 As a supplier / organisation looking to bid for public sector contracts you should be aware that as part of the government's transparency agenda tender documentation issued by government departments for contracts over £10,000 will be published on a single website, and made available to the public. You should also be aware that if your bid is successful, the resulting contract between you and the department will be published. In some circumstances, limited redactions will be made to tender documentation and/or contracts before they are published in order to comply with existing law, to protect commercial interests, and for the protection of national security.

Please confirm your acceptance of this statement.

*13.3 Please confirm that you have read, and would be willing to contract, on the terms set out in the attached Security Policy.

*13.4 I declare that to the best of my knowledge the answers submitted in this RFI are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this RFI if there is a failure to answer all relevant questions fully or if I provide false/misleading information.