

INVITATION TO TENDER

For the provision of Digital Skills Bootcamps

Contract Ref: DN598781 (GMCA450)

Return Time & Date: 12 noon on 6th June 2022

Contract Duration: 9 months with the provision to extend until end March 2025.

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1. Section One – Instructions & Conditions

1.1 Introduction

GMCA was established on the 8th May 2017 with the aim of providing local people more control over issues that affect their area. It means the region speaks with one voice and can make a strong case for resources and investment. It helps the entire north of England achieve its full potential.

Greater Manchester is one of the country's most successful city-regions. Our vision is to make it one of the best in the world.

We want the region to be more prosperous, better connected, and greener.

Local people will have more job opportunities, and new skills to contribute to, and benefit from, a stronger economy. They'll enjoy better health and a higher quality of life.

Greater Manchester Combined Authority to be referred to as the GMCA, requires the information sought in this Invitation to Tender (ITT) document from suppliers responding to the invitation.

This is a competitive procurement in accordance with the Open Procedure under EU Procurement Directives and implemented in English Law in the Public Contract Regulations 2015 (SI 2015 No.102) and such other UK regulations implementing its provisions as may be made from time to time.

This Invitation to Tender document is issued via The Chest, the North West Procurement portal, and can be accessed using the following link www.the-chest.org.uk.

1.2 Instructions to Tenderers

Discrepancies, Omissions and Enquiries concerning the Tender Documents

Clarification and Queries

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries relating to the Tender Documents will be answered.

Any questions about the procurement should be submitted via the portal no later than: 26/05/2022

Telephone or e-mail enquiries will NOT be accepted.

Any clarifications relating to this ITT must be submitted through The Chest portal.

The GMCA will respond to all reasonable clarifications as soon as possible through publishing the Tenderers' questions and the response to them on the procurement portal. If a Tenderer wishes the GMCA to treat a clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the GMCA the clarification is not confidential, we will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.

Should you find discrepancies in, or omissions from the Tender Documents, the GMCA's Procurement Officer should immediately be notified via the Questions section of the portal.

Circular Advices

Any clarification by the GMCA prior to the Tender due date will be issued as a Circular Advice to all Tenderers via the portal.

Study of Tender Documents

The Tenderer is required to examine all the Tender Documents included in this information pack to obtain a full and clear understanding of the scope of the opportunity, prior to them submitting a Tender. The Tenderer shall be deemed to have satisfied itself as to the correctness and sufficiency of its Tender. No claims whatsoever shall be entertained arising out of the Tenderers failure to study the Tender Documents.

Tender Submission

Tenderers must complete and return all Sections of this ITT document.

Tenderers must complete and return all of the required information in the tender by the tender return time and date of 06/06/2022.

An electronic Tender submission must be submitted via The portal. The GMCA reserves the right to reject any Tender that fails to comply with the submission requirements set out in this ITT.

Tenderers are advised to keep a copy of their Tender submission for future reference.

The GMCA expressly reserves the right to require a potential supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this ITT.

Please do **NOT** e-mail your tender submission direct to the GMCA, as only responses via the portal will be accepted.

Electronic Tender Submission via the Portal

This ITT documentation has been obtained via The Chest portal. If further information is required or if there are any problems using the portal, please contact the Procurement department on Tel: 0161 608 3577, Email: procurement@manchesterfire.gov.uk

Tenderers must complete an electronic submission via the portal. Details of how to do this will be made available to Tenderers on the portal, the address of which is www.the-chest.org.uk.

Tenderers should note that the uploading process when submitting a Tender via the portal may take some time. Tenderers should therefore start this process in sufficient time to allow for the complete uploading of their Tender submission by the tender return time and date, Tenders submitted after the Tender deadline will NOT be accepted.

Tender Errors and Omissions

If the GMCA discovers errors or omissions in the Tender, the Tenderer may be required to justify the price/item(s) concerned. Any price adjustments to the Tender made by agreement between the GMCA and the Tenderer shall be confirmed in writing by the Tenderer to the GMCA before final acceptance by the GMCA.

Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the GMCA does not intend to depart from the timetable, it reserves the right to do so at any time.

Activity	Date
Dispatch of ITT	26/04/2022

Deadline for receipt Clarification questions	26/05/2022
Return of ITT	06/06/2022
Evaluation Start	08/06/2022
Moderation Ends	22/06/2022
Finalise evaluation and scores	23/06/2022
Internal Sign off	30/06/2022
Issue intent to award and 10 day standstill period begins	01/07/2022
10 day standstill period ends	11/07/2022
Issue final contract award letter to successful Tenderer	12/07/2022
Service commencement	12/07/2022

The GMCA reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

The GMCA intends to award the Contract in line with the above timetable and reserves the right to award the Tender at such date or at a later date, or not at all.

The intended duration of the contract is 9 months with the provision to extend until end March 2025.

Debriefing Sessions.

The contract award notification will be sent to each Tenderer following a comprehensive evaluation exercise. The GMCA will then inform all Tenderers of the relative advantages and characteristics of their bids in writing.

All requests for additional feedback should be made through the portal. The GMCA does not propose any debrief sessions until after the 10-day standstill period.

Freedom of Information Act (2000)

The GMCA is a public authority under the Freedom of Information Act 2000 (the "Act").

1.3 Tender Conditions

Acceptance of Tender

The Tender shall constitute an irrevocable offer to perform the Service. The successful Tenderer shall conclude a formal Contract with the GMCA, which shall embody the Tenderer's offer. No Tenderer may consider itself successful unless and until a formal Contract has been signed by a duly authorised representative of each party.

It is clearly understood that the ITT and the submission of the Tender shall not in any way bind the GMCA to enter into a contract with the Tenderer or involve the GMCA in any financial commitment

whatsoever in this respect. The Tenderer is also advised that the GMCA do not bind themselves to accept the lowest, or any Tender but at the GMCA's sole discretion may accept the whole or part of any Tender.

Any acceptance of a Tender by the GMCA shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall become binding on both parties and, notwithstanding that, the appointed contractor shall upon request of the GMCA execute a formal Contract in writing in the form of the Contract provided with the Tender Documents.

The Tender shall remain open for acceptance for a period of 6 months from the closing date for the receipt of Tenders.

All documents comprising the Tender must be completed, uploaded and submitted onto the portal by the deadline. Please ensure that all of the required documents are uploaded as incomplete tenders may be rejected.

The following requirements must be adhered to when submitting Tenders:

- The pages of the Tender documents must be numbered sequentially as "Page [x] of [xx]" and include the date and title of the document on each page of the main body.
- Any additional pre-existing material which is necessary to support the Tender should be included as schedules with cross-references to this material in the main body of the Tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.
- Where documents are embedded within other documents, Tenderers must upload and submit separate copies of the embedded documents.
- The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
- A table of contents must be provided.
- The Tender must be fully cross-referenced.
- A list of supporting material must be supplied (if requested by the GMCA).

The Tender must be clear, concise and complete. The GMCA reserves the right to mark a Tenderer down or exclude them from the procurement if its Tender contains any ambiguities, caveats or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

The Tenderer must upload and submit a duly executed Form of Tender (Schedule 7).

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. Where the Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

Rejection of Tender

The GMCA may in its absolute discretion refrain from considering or reject any Tender if

- The Tender is incomplete or vague or is submitted later than the prescribed date and time; or
- It is not in accordance with the ITT and all other provisions of the Tender Documents or is in breach of any condition contained in the ITT;

Any Tender in respect of which the Tenderer:

- Has directly or indirectly canvassed any official of the GMCA or obtained information from any other person who has been contracted to supply goods or provide services or works to the

GMCA concerning the award of the framework or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer; or

- Fixes or adjusts the prices shown in the Finance Schedule by or in accordance with any agreement or arrangement with any other person; or
- Communicates to any person other than the GMCA the amount or approximate amount of the prices shown in the Finance Schedule except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of insurance or financing; or
- Enters into any agreement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown or referred to by another Tenderer; or
- Offers to agree to pay to any person having direct connection with the ITT process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Tender, any act or omission; or

Shall not be considered for acceptance and shall accordingly be rejected by the GMCA provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the GMCA or any criminal liability which such conduct by a Tenderer may attract.

Amendment to Tender Documents

Should any additions or deletions to the Tender Documents be considered necessary prior to the date for submission of Tenders, these will be issued by the GMCA to Tenderers and will be deemed to then form part of the Tender Documents; the GMCA reserves the right to extend any date for submission of the Tenders accordingly.

If changes occur in relation to the statements set out in the Tender, the applicable Tenderer must promptly notify the GMCA of them. The GMCA reserves the right to disqualify any Tenderer that fails to duly notify the GMCA. Tenderers are also reminded of the eligibility requirements that apply to the procurement process at all times.

Tenderers Responsibilities

A Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the prices and rates as stated in any Finance Schedule contained in that Tender which shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and a Tenderer shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Tender.

The Tenderer is responsible for obtaining all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by a Tenderer in connection with the preparation and submission of a Tender shall be borne by the Tenderer.

GMCA Representatives

No person in the GMCA's employ or other agent, except as so authorised by the Contract Officer, has any authority to make any representation or explanation to Tenderers as to the meaning of the Contract or any other Tender Document or as to anything to be done or not to be done by Tenderers or the successful Tenderer or as to these instructions or as to any other matter or thing so as to bind the GMCA.

Confidentiality

This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender, or for the purpose of obtaining sureties guarantees and quotations necessary for the preparation and submission of the Tender.

As a public body, the GMCA is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The GMCA shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA.

While the GMCA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to the GMCA in the template provided

Tenderers should be aware that, in compliance with its transparency obligations, the GMCA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

Tender Documents

The documents which constitute the Tender Documents and all copies thereof are and shall remain the property of the GMCA and save for the purposes of the Tender, must not be copied or reproduced in whole or in part and must be returned to the GMCA upon demand.

GMCA's Warranties and Disclaimers

The fact that a Tenderer has been invited to submit a Tender does not necessarily mean that the Tenderer has completely satisfied all the GMCA's criteria and the GMCA may require further information as appropriate and assess this as part of the Tender evaluation process.

The Tenderer shall have no claim whatsoever against the GMCA in respect of such matters and in particular (but without limitation) the GMCA shall not make any payments to the successful Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the GMCA to the Tenderer in respect of the Service by reason of the Specification being different to that envisaged by the Tenderer or otherwise.

Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the GMCA does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The GMCA does not make any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Tenderer or its professional advisors.

Each Tenderer to whom the ITT is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement. Under no circumstances shall the GMCA be liable to a Tenderer in respect of any costs incurred by a Tenderer (whether directly or otherwise) in relation to the preparation or submission of a Tender.

1.4 Evaluation Criteria

The objective of the selection process is to assess the responses to the tenders submitted and to then select a preferred bidder with the intention to appoint, in line with the timetable indicated at Section 1.2 of this document.

The tender evaluation exercise will seek to balance the issues of quality and price to ensure that the bidder chosen offers the most economically advantageous tender.

Upon receipt of formal tenders, the GMCA will be concerned to ensure that there has been full compliance with the ITT documents, and all necessary information has been supplied. The information supplied will be checked for completeness and compliance before responses are evaluated. The GMCA shall not be bound to accept the lowest price of any bid submitted.

Section 3 is primarily marked using a pass/fail criteria. We want to verify that your organisation:

- Is a legitimate trading organisation;
- Has the required levels of financial standing to effectively undertake the Contract requirements;
- Promotes good practices in areas of employment, health & safety and environmental care & protection. Where requested, policies must be provided for evaluation.

Question 6.2 will be evaluated and scored in accordance with the scoring methodology outlined in the section of the ITT.

In addition to the information requested, the GMCA will also undertake an independent financial check using a range of financial reports, these may include (but not limited to), Experian, Dun & Bradstreet.

Sections 4 & 5 will be evaluated on the basis of the most economically advantageous offer to the GMCA.

The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:

	Score	Comment
Section 3 3.1 Company and Policy Information	PASS/FAIL	Where requested, policies must be provided for evaluation.
3.3 Technical and Professional Ability	PASS/FAIL	Examples of up to three contracts to show your relevant experience.
Section 4 Technical Capacity (sub-weightings)	90% weighting	The allocation of a score of 1 or below for any of the quality questions may result in the exclusion of your bid. An overall score of below 50% for any bid may result in the exclusion of your bid.

<ul style="list-style-type: none"> • Evidence of Need (5%) • Programme Content, Design & Delivery (15%) • Learner Engagement (20%) • Employer Engagement (20%) • Quality and Expertise (5%) • Mobilisation and Implementation (5%) • Performance Management & Monitoring (5%) • Information Governance (5%) • Social Value (10%) 		
Section 5 Value for Money	10% weighting	Bidders are responsible for the accuracy of their financial proposals and their financial model.

Scoring Methodology

The allocation of a score of 1 or below for any of the quality questions in accordance with the above scoring system may result in the **exclusion** of your bid.

An overall score of below 50% for any bid may result in the **exclusion** of your bid.

Score	Comment	Scoring Guidance
0	Disqualified	No response, or irrelevant response that does not meet any requirements.
1	Poor/ Unacceptable	Limited information provided, or response is inadequate (i.e. doesn't demonstrate bidders' solution is able to meet the requirements) or only partially addresses the requirements. Significantly deficient.
2	Acceptable	An acceptable response submitted in terms of the level of detail, accuracy and relevance, (i.e. demonstrated bidders' solution meets the requirements).
3	Comprehensive	As with Acceptable, however, bidders' solution is demonstrated to be comprehensive with a high degree of detail and relevance,
4	Exceeded Expectations	The bidder has gone over and above the requirements and has provided additional value

Where a question requires a Yes/No answer, an answer of "No" may result in the GMCA taking the tender no further, unless it is demonstrated to the GMCA's satisfaction that any amendments/qualifications are strictly necessary to give effect to any legal, regulatory or compliancy requirements of any related parties. The GMCA reserves the right to reject any such amendments/qualifications if they are deemed by the GMCA not to be strictly necessary or contrary to the principles of the procurement procedure.

2. Section Two – Background/Overview

2.1 The Project

As part of the “Plan for Jobs” the Department for Education (DfE) are providing £2.5bn for the National Skills Fund (NSF) to help adults build skills for the economy of the future; complementing provision available through Adult Education Budget (AEB). NSF comprises of Skills Bootcamps and the Level 3 Free Courses for Jobs Offer. **Skills Bootcamps** offer free flexible courses of up to 16 weeks giving people the opportunity to build up sector specific skills and fast track to an interview with a local employer.

The key objectives of skills bootcamps are to:

- Address the needs of employers to fill skills shortage vacancies requiring specialist digital skills and improve business productivity.
- Address the needs of adults to retrain and upskill whatever their starting point. Providing clear line of sight to a new role / opportunity / contract.
- Diversifying the talent pipeline by targeting groups underrepresented in key sectors.

Skills Bootcamps are targeted at all adults aged 19+ who are in-work, self-employed, unemployed, returning to work after a career break and prisoners on temporary release or due to be released within six months. With a focus on specific priority groups.

This funding round will open on Tuesday 26th April and close on Monday 6th June at 12 noon. Late applications will not be accepted. **Consortia can bid for a minimum of £100,000 and a maximum of £500,000.** There is £1.5m of funding available in total. (Funding Period is until the end of March 2023 with the potential to extend until March 2025).

This opportunity is specifically targeted at **employers** with innovative ideas for digital training that could open up opportunities for people to enter the industry. This could be upskilling the existing workforce and/or developing a pipeline for the wider industry. (For specific details on eligibility to bid please see section four within the specification).

2.2 Social Value

GMCA are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same. In accordance with the Social Value Act 2012 we must consider social value in all our decisions.

As we rebuild our economy in Greater Manchester during and following the crisis caused by COVID-19, it is increasingly important to secure the maximum possible value from every pound of public money that we spend.

This means GMCA will ensure every contract achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and economy, whilst minimising damage to the environment.

GMCA’s Social Value Framework has six priorities as shown in the diagram below. Further information on how suppliers can contribute to each can be found GMCA’s website:

<https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/>

BUILD BACK BETTER - GREATER MANCHESTER SOCIAL VALUE FRAMEWORK

VISION: As we rebuild our economy in Greater Manchester following the crisis caused by Covid-19, we will seek to use social value to make the economy impact-focused, fair and sustainable. We will encourage every organisation in Greater Manchester to carry out its primary activity, managing the resources that it controls and drawing in investment, in such a way that it encourages them to tackle inequalities and create lasting benefits to society and the economy, whilst making positive impacts (or at least minimising damage) on the environment.



Each priority action will be supported by:

- Clear theory of change
- Guidance for all on how to do it
- Guidance for public sector procurement
- A source of mutual support, training and discussion via GMSVN
- A robust measurement / evaluation system
- A clear description of the support that is available locally.

Provide the best employment that you can

Suggested Actions:
 Get involved in the [GM Good Employment Charter](#)
 Secure work
[Real Business award](#)
 Inclusive recruitment (incl. post Covid-19 via [Employ GM!](#))
 Employee health and wellbeing (including [GM Advice Employees' Toolkit](#) and [www.ecoatheatnetwork.org.uk/toolkit/](#))
 Flexible work
 Engagement and voice
 People management
 Signpost your employees and volunteers to local housing and financial advice, including access early help via [Citizens Advice GM](#)

Be part of a strong local community

Suggested Actions:
 Encourage your employees and members to take part in organized volunteering via your [local volunteering centre](#)
 Develop organizational partnerships with your local [VCS sector](#) – offer professional support via [Business in the Community](#), National Business Response Network
 Support the [GM Age-Friendly Neighbourhoods Challenge](#)
 Provide an opportunity for [Our Pass](#)
 Enable employees, members and volunteers to take part in volunteering to improve the local environment with [Nature GM](#) or activities which reduce social isolation

Help keep the clean air in GM

Suggested Actions:
 • Put in place green business travel options for all employees and volunteers
 • Implement [Cycle to Work](#) and [salary sacrifice](#) for Ultra-Low Emission Vehicles (ULEV) schemes for your staff
 • Install cycle racks at your workplace, Electric Vehicle charging points and transition your fleet to ULEV
 • Encourage home working and digital solutions – use online communication, webinars and video conferencing
 • Get involved in physical exercise programmes via [GM Move](#)

Make your organisation greener

Suggested Actions:
 • Put in place an operational plan for your organisation to be carbon neutral by 2028 with the support of [Green Growth GM](#)
 • Organise [carbon literacy](#) training for all employees so that they can understand how to reduce their own carbon footprint
 • Maximise energy efficiency and local low carbon energy generation in your work place – ensure new build minimises eco standards, or [refurb](#) your offices and buildings
 • Build climate change resilience measures into your risk management and investment plans
 • Help enable a [Plastic Free GM](#) – Re-use (or stop using) single use plastic
 • Create less waste – with support from [Recycle GM](#)
 • Manage any green spaces at your workplace for wildlife and promote environmental volunteering days for your employees

Create the employment and skills opportunities that we need to Build Back Better

Suggested Actions:
 Support your employees / members / volunteers to become a mentor to a young person through the [Bridge GM](#) and develop links with the wider Bridge community to support young people
 Support re-skilling in sectors heavily impacted by Covid-19
 Reach out and share the skills that you have in your organization into the wider business sector and with VCSE organisations
 Offer apprenticeship, experience / internships and other opportunities for young people and schools via [GM Apprenticeships and Careers Service](#)
 digital inclusion – careers support/work experience/ mentoring to build digital skills

Develop a local, GM-based and resilient supply chain

Suggested Actions:
 Use your procurement practices to [maximize social value](#) – buy local, sustainable and ethical goods and services.
 Open up your buildings and green spaces for community / VCSE use
 As far as is feasible, purchase goods, services and works from GM-based organisations – think about 'total life cost' not just immediate financial cost
 Consider how to [integrate your business](#) to deliver more sustainable goods and services
 Adhere to the [Fair Tax Model](#) standards – ensure that your organisation pays the right amount of tax which funds vital public services and goods

Building connections, planning, and action for people, planet and prosperity - Underpinned by good data, effective support and brokerage

We are committed to and we expect our suppliers to be committed to:

- supporting the local economy, including through any sub-contracting;
- reducing demand for public services and including appropriate incentives in contracts, such as contract extension opportunities for suppliers who effectively reduce demand;
- supporting the community and voluntary sector through our suppliers and contracts;
- robust enforcement in cases where suppliers fail to deliver agreed outcomes;
- working positively with suppliers to deliver the maximum possible social value together (e.g. we might offer a supplier discounted use of our buildings in order to enable district-based delivery of services across the region);
- paying our suppliers promptly;
- endorsing / promoting suppliers who engage successfully and positively with our social value approach to procurement;
- upholding and maintaining our ISO14001 environmental management system accreditation;
- consider formally adopting the **Real Living Wage** as a minimum.

Evaluated Question

For the GMCA to be satisfied of any prospective bidder's commitment to supporting us in implementing our Social Value principles, can you please include within your tender submission, a response to the question(s) on Social Value included in the evaluated section of this ITT at 4.2.9.

2.3 Modern Slavery Act 2015

As part of Local Government, the GMCA recognises that it has a responsibility to take a robust approach to slavery and human trafficking. In addition to the GMCA's responsibility as an employer, it also acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human

trafficking as introduced by section 52 of the Modern Slavery Act 2015. The GMCA is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The GMCA requires that all direct suppliers, service providers and contractors to the GMCA are absolutely committed themselves to preventing slavery within their own activities and through their supply chain which includes manufacturers, and producers.

2.4 SMEs

The GMCA is committed to supporting the Government's small and medium-sized enterprise (SME) initiative; its aspiration is that 25% of spend, direct and through the supply chain, goes to SMEs by 2015. Suppliers are encouraged to work with the GMCA to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government's Crown Representative for, a link to the definition of an SME and details on the SME initiative <https://www.gov.uk/government/policies/buying-and-managing-government-goods-and-services-more-efficiently-and-effectively/supporting-pages/making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>

2.5 Information Governance

Since the introduction of the GDPR (General Data Protection Regulation) and the updated Data Protection Act in 2018, organisations are now held more accountable for their technical and organisational measures in relation to their security and protection of data, particularly data that identifies individuals (personal data).

When working with new suppliers/providers, the GMCA have a required Data Protection standard which must be evidenced through relevant policies and procedures. As a minimum we would expect your policies and procedures to be up to date with the changes that were made from the previous Data Protection Act 1998, and reflect the key areas of emphasis GDPR introduced, such as; updated data protection principles, reinforced individual rights, an up to date information security policy, data processing procedures and controls, and staff training on all of the above.

More information about the changes of GDPR and what is required from organisations can be found on the ICO (Information Commissioner's Office) website: <https://ico.org.uk/for-organisations/>

When in application for a tender/ RFQ, you must provide a copy of your policies/procedures or at least direct references to them to evidence the above. Without this, you will not pass the minimum standard we require to consider the rest of your application

3. Section Three - Company and Policy Information

Notes for completion

1. The “GMCA” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified appendix.
4. The GMCA recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the GMCA immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The GMCA will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2¹.
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The GMCA confirms that it will keep confidential and will not disclose to any third party information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

¹ See PCR 2015 regulations 71 (8)-(9)

3.1 Part 1: Potential supplier Information

Please answer the following questions in full.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

² See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ³</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%; - More than 50% and less than 75%; - 75% or more. ⁴ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.

³ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

⁴ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

		If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.																																																												
1.2(a) - (ii)	Name of group of economic operators (if applicable)																																																													
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.																																																													
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.																																																													
	<table border="1"> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

3.2 Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	

	<p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>	

Please Note: The GMCA reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details at 3.2</p>
3.1 (b)	Breach of social obligations?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

		If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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3.3 Part 3: Selection Questions⁵

Section 4	Economic and Financial Standing	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last three years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out below:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		

⁵ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Relationship to the Supplier completing these questions	
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5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples, see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p style="text-align: right;">(Maximum word count 500 words)</p>

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.2	<p>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide the relevant url ...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this. The contents will be reviewed as part of the evaluation process.

The questions in Section 8 are for information only.

Section 8	Living Wage Foundation – for information only	
8.1	<p>Is your organisation accredited as a Living Wage Employer with the Living Wage Foundation?</p> <p>https://www.livingwage.org.uk/</p>	Yes/No

8.2	Do you pay all direct employees aged 18 or over an hourly rate equal to or higher than the LWFR?	Yes/No
8.3	<p>Do you provide all direct employees aged 18 or over with employment conditions that meet the Real Living Hours standard as set out below?</p> <ul style="list-style-type: none"> • Decent notice periods for shifts: of at least 4 weeks' notice, with guaranteed payment if shifts are cancelled within this notice period • The right to a contract that reflects accurate hours worked • A guaranteed minimum of 16 hours a week (unless the worker requests otherwise) <p>https://www.livingwage.org.uk/living-hours</p>	Yes/No
8.4	<p>If your answer to Q2 or Q3 is No, please confirm:</p> <ul style="list-style-type: none"> • is your organisation is actively working towards paying all employees the LWFR? • is your organisation is actively working towards Real Living Hours employment conditions all employees? • the total number of staff in your organisation • the total number of staff in your organisation that you currently pay the LWFR or above: 	<p>Yes/No</p> <p>Yes/No</p> <p>_____</p> <p>_____</p>

GM Good Employment Charter – for information only		
8.5	<p>Are you signed up as a member or supporter of the GM Good Employment Charter:</p> <ul style="list-style-type: none"> • Member • Supporter • Neither <p>https://www.gmgoodemploymentcharter.co.uk/</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

Carbon Reduction Plan - for Information only		
8.6	Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the reporting standard detailed below:	Yes/No

	Microsoft Word - PPN 0621 Technical standard for the Completion of Carbon Reduction Plans.docx (publishing.service.gov.uk)	
	Provide a link or embed your most recently published Carbon Reduction Plan here:	
	If No – Please confirm if you intend or are working towards a Carbon Reduction Plan	
8.7	<p>Please confirm that your organisation is taking steps to reduce your Green House Gas Emissions over time and is publicly committed to achieving Net Zero by 2050 and/or Greater Manchester’s Carbon Neutral ambition by 2038.</p> <p>5-year-plan-branded_3.pdf (greatermanchester-ca.gov.uk)</p>	Yes/No
8.8	<p>Please confirm your Organisational Carbon Footprint by completing and attaching your results from the below:</p> <p>SME Carbon Footprint Calculator The Carbon Trust</p>	Embed Results here: x

Section 9	Additional Questions
9.1	Insurance
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>*Yes / No</p> <p>*please delete above as appropriate.</p> <p>Employer’s (Compulsory) Liability Insurance = £10 million</p> <p>Public Liability Insurance = £10 million</p> <p>Professional Indemnity Insurance = £5 million</p> <p>*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>
9.2	Health & Safety

(a)	<p>Please certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p> <p>*Yes / No</p> <p>*please delete above as appropriate.</p> <p>Health and Safety Policy attached?</p> <p>*Yes / No</p> <p>*please delete above as appropriate</p>
(b)	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>*Yes / No</p> <p>If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The GMCA will exclude Applicant(s) that have been in receipt of enforcement/remedial action orders unless the Applicant(s) can demonstrate to the GMCA's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>
(c)	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p> <p>*Yes / No</p> <p>*please delete above as appropriate.</p>
(d)	<p>Along with their Health and Safety Policy document, bidders must provide information regarding how they will ensure the health and safety of participants on this project. This must include details of health and safety assessments, work-place risk assessments, accident recording and reporting, how health and safety will be communicated to all relevant parties and the names of the key staff responsible.</p> <p>Information attached?</p> <p>*Yes / No</p> <p>*please delete above as appropriate</p>

9.3	Safeguarding
(a)	<p>Does your organisation have a Safeguarding Vulnerable Adults policy and procedure?</p> <p>*Yes / No</p> <p>*please delete above as appropriate</p> <p>Safeguarding policy and procedures attached?</p> <p>*Yes / No</p> <p>*please delete above as appropriate</p>

(b)	<p>Do you ensure all staff, associates and sub-contractors employed or engaged in the provision of services who have access to vulnerable adults have undertaken all the necessary checks with the Disclosure and Barring Service (DBS)? *Yes / No</p> <p>*please delete above as appropriate.</p>
(c)	<p>Do you ensure all staff, associates and sub-contractors employed or engaged in the provision of services who have access to vulnerable adults have up to date knowledge of your Safeguarding Vulnerable Adults policy and procedure and know how to report a concern about the neglect or abuse of a vulnerable adult? *Yes / No</p> <p>*please delete above as appropriate.</p>

9.4	Business Continuity
	<p>As part of the contract implementation, bidders will be asked to supply details of how business continuity arrangements will be implemented and how these requirements will be covered. As part of the contract, GMCA expects bidders to:</p> <ul style="list-style-type: none"> • Provide robust Business Continuity Plans and Disaster Recovery arrangements for all services • Provide GMCA with sufficient evidence to demonstrate these are in place • Regularly test all contingency arrangements, providing relevant evidence and outcomes of tests to GMCA via Programme Office • Immediately notify GMCA in the event of a business continuity incident or a significant disaster <p>Business Continuity Plans attached? *Yes / No</p> <p>*please delete above as appropriate</p>
9.5	Equality and Diversity
	<p>The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.</p> <p>The Service should have simple, streamlined access routes and communications which may need to vary to meet the needs of all participants.</p> <p>Provision must be flexible and be available at appropriate times and locations so as not to increase absence from work, and to secure maximum engagement.</p> <p>Equality and Diversity Policy attached? *Yes / No</p> <p>*please delete above as appropriate</p>

	<p>Does your company/organisation have a Diversity and Inclusion strategy? *Yes / No</p> <p>*please delete above as appropriate</p> <p>If yes, please provide a copy</p>
9.6	Quality
	<p>Please provide details of:</p> <ul style="list-style-type: none"> • Your quality policy and procedures OR • your quality attestation registrations (if any; for example under ISO 9001 or equivalent), • Please also provide details of the person within your organisation who is responsible for quality standards. <p>Policy document attached? *Yes / No</p> <p>*please delete above as appropriate</p>
9.7	Complaints
	<p>Please provide a copy of</p> <ul style="list-style-type: none"> • Your complaints policy and procedures <p>Policy document attached? *Yes / No</p> <p>*please delete above as appropriate</p>

4. Section Four – Requirements/Specification

4.1 Specification

[..\Final Docs\April 22 Digital Skills Bootcamps \(Employer\)\Specification](#)

4.2 Evaluation Questions

Sections 4 & 5 will be evaluated on the basis of the **highest quality most economically advantageous** offer to the GMCA.

The evaluation criteria, and the associated weightings, which will be utilised in the quality assessment are:

Question ref	Detail	% weighting
4.2.1	Evidence of Need	5%
4.2.2	Programme Content, Design & Delivery	15%
4.2.3	Learner Engagement	20%
4.2.4	Employer Engagement	20%
4.2.5	Quality & Expertise	5%
4.2.6	Mobilisation and Implementation	5%
4.2.7	Performance Management & Monitoring	5%
4.2.8	Information Governance	5%
4.2.9	Social Value	10%
5	Value for Money	10%

Please **do not** copy large documents from websites or use overly complex documents – these will not be evaluated. **No appendices or attachments will be reviewed or marked unless specifically allowed for in the question instructions.** All attachments should include the question number in the file name.

4.2.1 Evidence of Need (5%)

Using appropriate evidence outline the need for the training you propose to deliver and how this matches the needs of the Greater Manchester employer base:

- Describe the data and evidence sources you have used to inform your bid e.g. LMI, sector insights and where this has been sourced from.
- Describe how your proposal aligns with the economic and skills priorities of GM. Describe how this has informed bootcamp design and delivery.

Response

Maximum word count = 500 words

4.2.2 Programme Content, Design & Delivery – 15%

Outline your approach to the design and delivery of the skills bootcamp training to support addressing local digital skills gaps and skills shortage vacancies including:

- A clear demonstration of your understanding of the requirements and what this commission is seeking to achieve.
- A visual illustration of your delivery model & explanatory narrative. Please tell us about the experience you will provide for participants and how this will prepare them for the identified job roles and needs of the employers in your consortia.
- Detail how your skills bootcamp/(s) considers the needs of different target groups/group, such as the unemployed, those looking to upskill with their employer, the self-employed looking to access new opportunities and key underrepresented groups.
- Identify the key stakeholders and the role they will play in design and delivery.

Please also complete the table below for each proposed skills bootcamp (excluded from the word count).

Lead Employer Name:	
Skills Bootcamp Title:	
Delivery Partner(s):	
Geographic Area:	
Please detail the high-level course content (identifying delivery subjects in each week of the bootcamp)	
Number of guided learning hours ⁶	
Number of independent learning hours per cohort	
Mode of delivery (remote / classroom / blended)	
Number of weeks of including F/T or P/T	
Planned start / end dates for each cohort	
Planned size of cohorts	
Is this Skills Bootcamp mapped to an apprenticeship standard?	
Will training will be accredited?	
Unit cost per learner	

Response

⁶ Guided Learning Hours refers to the time learner spends being taught or instructed by, or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training, whether online or in person).

Maximum word count = 1500 words

4.2.3 Learner Engagement – 20%

Describe your approach to learner recruitment, engagement, and wrap around support particularly for underrepresented groups:

- Explain which group/groups your Skills Bootcamps course is aimed at and why have you chosen this group. Please explain how you will recruit candidates to the course (including the engagement channels you will utilise) and engage them during the training, supporting them to overcome any barriers.
- Describe how you will ensure that recruitment processes are fair and transparent, and candidates fully understand the commitment involved.
- Describe how you will ensure training opportunities are accessible to a diverse cohort and with outreach right across Greater Manchester.
- Describe how you will help learners engage with the training and what support you will provide to learners before, during and after the programme e.g. mentoring, coaching, interview prep, career advice.
- Demonstrate how you will support unsuccessful applicants and how you will work in partnership to refer them to other options e.g. apprenticeships.

Response

Maximum word count = 1500 words

4.2.4 Employer Engagement – 20%

Describe your approach to employer engagement including how employers are involved in co-design and co-delivery of training:

- An overview of your current employer relationships and your plans to grow your employer network for the benefit of learners.

- Describe how employers will be involved in the co-design and co-delivery of the training. How will you ensure employers engage with learners throughout the delivery phase – please provide examples of what form this will take.
- Describe how you will engage with SMEs to meet the 60% target.
- Your approach to securing guaranteed interviews with employers.
- Your approach to supporting the transition of candidates into employment.
- Please identify by name all of the employers that support this bid either through co-design, endorsing course content and/or offering guaranteed interviews.

Response

Maximum word count = 1500 words

4.2.5 Quality & Expertise – 5%

Using appropriate evidence, explain why your organisation is best placed to deliver the training. If you are delivering through a consortia or supply chain model, please ensure a clear explanation of each partners role and experience:

- Give examples of learning and development activity or similar employer led specialist skills delivery including the impact achieved and the benefits this will bring.
- Describe how you will ensure that training is delivered by suitable, high quality, experienced practitioners, and that you have sufficient staffing resource in place to deliver all your proposed Skills Bootcamps.

Response

Maximum word count = 750 words

4.2.6 Mobilisation and Implementation – 5%

- Set out a high-level project plan, and service delivery implementation plan for delivery of the proposed Skills Bootcamp(s), to include milestones to start delivery no later than September 2022.
- Provide a high-level risk summary detailing the key risks to delivery and the mitigations you propose to undertake in response.

Response

Maximum word count = 750 words

4.2.7 Performance Management & Monitoring – 5%

Please describe how your organisation will ensure that it manages performance effectively and reports accurate timely monitoring data so GMCA can be assured that contractual outputs and outcomes are being met:

- Please describe your approach to quality assurance and continuous improvement including; how you will share lessons learned, develop robust procedures for managing risk and rapidly implement improvement actions.
- How you will work with the Skills Bootcamp team to keep us updated on progress and outcomes, and raise any risks and issues.
- Describe how you will ensure that all required data is collected and reported to the Authority at the defined intervals including interacting with GM's Individual Tracker and collection of required supporting evidence.
- Describe how you will ensure that the data you collect, and record, is accurate.

Response

Maximum word count = 750 words

4.2.8 Information Governance – 5%

A) Describe how your organisation will meet contractual data protection requirements as well as recognised industry security standards and for preserving the confidentiality, integrity, and availability of personal information. Describe the high level governance controls (including assignment of responsibilities at Board level). As well as the physical, personnel, procedural and technical controls embedded within your organisation (including the equivalent controls placed on any external ICT system host/supplier). Ensuring you evidence your organisation's relevant policies and procedures and processes for evaluating compliance.

Your response should include (but not limited to) aspects associated with the headings listed below:

- information risk management regime
- secure system configuration and network security
- system assurance and monitoring
- Sub-Contractor selection and evidencing data protection compliance
- pre-employment screening checks/vetting
- verifying user identity and user access privileges
- user induction, education and awareness and frequency
- rules governing acceptable use of information assets
- retention, storage and destruction
- secure transmission of personal data on paper or electronically
- removable media controls
- home and mobile working
- protocols governing the protection and disclosure of personal information
- incident management
- malware prevention
- business continuity management

Notes: Bidders may provide the relevant policies to support their response and therefore only provide a summary of their overall approach. Bidders **MUST** highlight the relevant sections applicable to the headings above.

The inclusion of policies and the relevant sections will not count towards your word count.

Response

Maximum word count - 750 words

A) i) Does your organisation (and/or ICT host/supplier) comply with the requirements of the Cyber Essentials Scheme or any other relevant accreditations or certifications relating to ICT systems used in the delivery of your service? Please state which accreditations or certifications are held.

ii) Please confirm that you are willing and able to update all relevant privacy notices for the purposes of this contract.

Notes: Bidders should supply a copy of the current accreditation.

Response

Maximum word count - 300

4.2.9 Social Value (10%)

Please complete the **Social Value Activity Plan Response Form – Appendix A** as attached:

Please tick to confirm this has been completed.

5. Section Five – Value for Money

5 Value for Money (5%)

- 5.1 Please complete and submit the **Pricing Schedule (Appendix B)** as per its instructions including forecast expenditure and output/outcome profiles.
- 5.2 You should use the performance requirements and the payment model, both laid out within the specification, to guide your completion of the financial template.
- 5.3 Based on your delivery experience, and what you are proposing in the financial template schedule, please provide an explanatory narrative to support your proposed funding model. This must include as a minimum:
- An explanation of your volumes, outputs and unit costs per learner: please benchmark against similar training provision already out there in the market and previous skills bootcamps delivery undertaken (where applicable).
 - An explanation of the proposed costs and why it offers value for money, including direct (front line delivery costs), corporate overheads.
 - Supply chain (if applicable) – a rationale for using subcontractors, management fee/s being charged, checks relating to capability and capacity.

Response

Word Count 750 words

I/We hereby offer to supply the above mentioned services on the GMCA Conditions of Contract Services and confirm that we have read, understood and agree to be bound by the GMCA Conditions of Contract Services for all orders placed as a result of this process.

Signed

Name (Block Capitals)

Designation

For and on behalf of

6 Section Six – Tender Checklist & Supporting Documents

6.1 Tender Checklist

Please confirm that the following information has been included in your Tender response. If the information has not been included, please ensure that the reason why it is not is provided either by the original questions in the Tender Document or below in the space provided.

Section No.	Document	Please tick if enclosed
THREE	Company & Policy Information including all policy documents and certificates requested	
FOUR	Response to questions including all required evidence and completion of all requested appendices	
	Social Value Activity Plan	
FIVE	Pricing Schedule (all relevant tabs to be completed)	
SEVEN	Form of Tender	
EIGHT	Certificate against Canvassing	
NINE	Non-Collusive Tendering Certificate	

6.2 Supporting Documentation

Please detail any supporting documentation provided with the Tender response. Each document **MUST** clearly reference the question related to. We will not accept any documents unrelated to those which are requested.

Question Number	Details of Document Attached

7 Section Seven - Form of Tender

TENDER - For the provision of Digital Skills Bootcamps	
TO: GMCA	
<ul style="list-style-type: none"> • Having read the Tender Documents relating to the above I undertake and agree as follows:- • to deliver the required products and/or services on being notified of acceptance of my/our Tender in whole or in part; • having examined the Tender Documents for the delivery/performance of the above products/services, we offer to deliver/carry out the said products/services in conformity therewith for the sum/sums enclosed in Section 5 of this Tender response; • that my/our prices will not be divulged to any person, firm or company before the hour and date specified for the return of Tender submissions; • not to withdraw the offer contained herein nor to refuse to execute or seal a formal agreement within 28 days of being called upon to do so and I/we clearly understand that any failure on my/our behalf to comply with the foregoing provisions may lead to my/our being disqualified from tendering for a minimum period of three years; • we understand you are not bound to accept the lowest Tender or any Tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender; • I/we understand and agree that any breach, non-observance or non-performance of the foregoing or any of these entitles the GMCA to cancel any agreement then existing between me/us and to recover from me/us the amount of any loss sustained by users in consequence thereof; 	
Signed:	
Full Name:	
Duly authorised to sign for and on behalf of:	Position Held:
Company Name:	
Address:	Company stamp:
E-mail:	
Fax No:	
Mobile No:	
Tel No:	
Date:	

8 Section Eight - Certificate against Canvassing

<p>TENDER FOR Digital Skills Bootcamps</p> <p>TO: Greater Manchester Combined Authority</p> <p>WE CERTIFY THAT:</p> <p>We have not canvassed or solicited any Member, Officer or employee of GMCA, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.</p> <p>We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of GMCA, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.</p> <p>IN THIS CERTIFICATE</p> <p>'Person' includes any person or anybody or association.</p> <p>'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.</p>	
Signed:	
Full Name:	
Duly authorised to sign for and on behalf of:	Position Held:
Company Name:	
Address:	Company stamp:
E-mail:	
Fax No:	
Mobile No:	
Tel No:	
Date:	

9 Section Nine - Non-Collusive Tendering Certificate

<p>TENDER FOR Digital Skills Bootcamps</p> <p>TO: Greater Manchester Combined Authority</p> <p>In recognition of the principle that the essence of tendering is that GMCA shall receive bona fide competitive tenders from all those tendering.</p> <p>WE CERTIFY THAT:</p> <p>The tender submitted herewith is a bona fide tender that is intended to be competitive.</p> <p>We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.</p> <p>We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:</p> <ul style="list-style-type: none"> • communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender); • enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and; • offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above. <p>IN THIS CERTIFICATE</p> <p>'Person' includes any person or anybody or association.</p> <p>'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.</p>	
Signed:	
Full Name:	
Duly authorised to sign for and on behalf of:	Position Held:
Company Name:	
Address:	Company stamp:
E-mail:	
Fax No:	
Mobile No:	
Tel No:	
Date:	

10 Section Ten - Conditions of Contract

Please refer to separate attachment at document reference:

GMCA xx Draft TCs for xxxx