**Application form**

**Evaluation Process**

Each Proposed Project Specific Question will be scored between a range of 0 – 20 as shown below:

|  |  |
| --- | --- |
| **Score** | **Description of Response** |
| **0 - 4** | Completely unsatisfactory - No response to this question or the response is not considered relevant.  The response is unconvincing, flawed or otherwise unacceptable and fails to demonstrate an understanding of the Work Live Leicestershire programme requirements. |
| **5 - 8** | Unacceptable response - The response is partially relevant however the information gives concerns that the bidder may lack the ability to meet the requirements of the Work Live Leicestershire programme and deliver the proposed project. |
| **9 - 12** | Acceptable response - The response is relevant and acceptable. The information indicates potential suitability and meets the majority of the required expectations however it may lack detail in certain areas. The response may contain ambiguities or deficiencies which could be resolved before contract award. |
| **13 - 16** | Good response - The response is comprehensive in terms of details and relevance. The information gives confidence that the provider can meet the requirements of the Work Live Leicestershire programme and deliver a high quality service with no negative indications. |
| **17 - 20** | Excellent response - The response is completely relevant and meets or exceeds the Work Live Leicestershire programme objectives. The information shows that the provider has the expertise to deliver on the ambition of their proposed project and deliver a high-quality service with no areas of concern. There is a clear sense of the legacy and sustainability of the proposed project once the funding comes to an end. |

The points awarded for each question will then be multiplied by the individual weighting given to each section/criteria.

|  |  |
| --- | --- |
| Cost within the financial envelope |  |
| Adherence with all other due diligence requirements | Pass/fail |
| **Bid questions** | **Weighting (%)** |
| Understanding the enablers and barriers to overcoming transport barriers in rural Leicestershire | 20 |
| Ability to collaborate with Work Live Leicestershire partners and other agencies | 20 |
| Understanding the local areas and populations | 20 |
| Implementation plan | 20 |
| Interview | 20 |

If a tender scores ‘0’ against any one or more questions this will give grounds for excluding the proposal from any further consideration.

After proposals have been marked suppliers capable of achieving a winning score will be invited for interview. Suppliers who would be unable to achieve a winning score no matter the outcome of the interview will not be invited.

Suppliers will be invited to an interview on week commencing 15 April 2019, which will be marked using the same methodology as above

**Please note that the information given in Sections B to G does not need to be completed by Work Live Leicestershire contracted partners (i.e. those currently/previously in receipt of WiLL funding) as this information has already been gathered in relation to these organisations.**

**All organisations must complete Sections A and H.**

**Section A: Organisational Information**

|  |  |
| --- | --- |
| Company Name |  |
| Name of person applying on behalf of the Company |  |
| Job Title |  |
| Company Address  Post Code |  |
| Telephone number |  |
| Fax number |  |
| E-mail address (if available) |  |
| Website address (if any) |  |
| Company Registration number  (if this applies) |  |
| Date of Registration:  (if this applies) |  |
| Registered address if different from the above  Post Code |  |
| Are you registered for VAT?  If so, please provide  Registration number |  |

|  |  |  |
| --- | --- | --- |
| Brief outline of your organisation (max 200 words) |  | |
| Is your organisation: | i) a public limited company? |  |
| ii) a limited company? |  |
| iii) a partnership |  |
| iv) other (please specify) |  |

**Bid Information**

Please indicate which services you are bidding for:

|  |  |  |
| --- | --- | --- |
| 1 | Transport information |  |
| 2 | Transport brokerage |  |
| 3 | Employer Engagement |  |

**Section B – Organisational Finance & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| If your company is a member of a group of companies, list names and addresses of the holding company and associated companies. Clearly state the relationship.  Date your organisation was formed or started trading | | |  |
| Would you intend to subcontract any part of the work?  If yes, please provide details of the supply chain management arrangements  currently in place with relevant sub- contractors and suppliers  NB: We reserve the right to request that any sub-contractor appointed to the contractor to undertake works, completes a similar questionnaire | | | *Yes / No* |
| **Please indicate which of the following you would you be able to provide  (please tick a minimum of one)** | | | |
| A copy of your audited accounts for the most recent two years (if this applies) | | |  |
| A statement of your turnover, profit & loss account and cash flow for the most recent year of trading | | |  |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | |  |
| Alternative means of demonstrating financial status if trading for less than a year | | |  |
| If requested, would you be able to provide a banker’s reference? | | | *Yes / No* |
| What was your turnover in each of the last two financial years  (If you are a consortium please  state aggregated turnover) | £………………  for year ended  ---/---/----- | £………………  for year ended  ---/---/------ | |

|  |  |  |
| --- | --- | --- |
| Do any of the following apply to your organisation,  or to (any of) the director(s) / partners / proprietor(s)? | | |
| Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | | *Yes / No* |
| A conviction (or convictions ) for a criminal offence related to business or professional conduct | | *Yes / No* |
| Legal or administrative finding of commission of an act of grave misconduct in the course of business | | *Yes / No* |
| Failure to fulfil obligations related to payment of social security contributions | | *Yes / No* |
| Failure to fulfil obligations related to the payment of taxes | | *Yes / No* |
| Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | | *Yes / No* |
| Failure to obtain and maintain relevant licences or membership of an  appropriate trading or professional organisation where required by law | | *Yes / No* |
| If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. (not scored) | | |
| In terms of any contracts performed in the last 5 years,  please provide details of the following;-   1. Ongoing disputes where poor performance is alleged  (not just legal proceedings) 2. Any liquidated and ascertained damages applied to contracts 3. Any termination 4. Non-renewal of a contract due to a failure to perform the terms  or meet the obligation of a contract | Enc N/A   |  |  | | --- | --- | |  |  |   Enc N/A   |  |  | | --- | --- | |  |  |   Enc N/A   |  |  | | --- | --- | |  |  |   Enc N/A   |  |  | | --- | --- | |  |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vista’s minimum insurance requirements in relation to the Work Live Leicestershire project are:-  Public liability £5 million per claim  Employers liability £5 million per claim  Professional Indemnity £2 million per claim (if applicable)  Please complete the table indicating the current insurance provisions for your company | | | | | |
| **Insurance** | **Insurance**  **Company** | **Policy**  **Number** | **Date Cover**  **Ends** | **Amount of**  **Cover** | **If no cover**  **is in place,**  **could you**  **arrange this?** |
| Employers Liability |  |  |  |  |  |
| Public and Products Liability |  |  |  |  |  |
| Professional  Indemnity  (if required) |  |  |  |  |  |

**Section C – Health, Safety & Risk Management**

|  |  |
| --- | --- |
| Are your staff trained/aware of the implications of the following upon their work?   * Health and Safety at work etc Act 1974  (and relevant subordinate Regulations) * The Management of Health and Safety at Work Regulations 1999 * Equality Act 2010 * Equal Pay Act * Safeguarding Adults, Children & Young People P&P’s * Whistleblowing P&P’s | *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No* |
| During the last five years, has your organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract? | *Yes / No* |
| Please provide brief details of how you manage & monitor Health and Safety within your organisation? | |
| Please provide brief details of the arrangements your organisation has in place to assess, manage & monitor risk? (max 100 words) | |
| Is it your policy as an employer to comply with all statutory anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? | *Yes / No* |

**Section D - Equality & Diversity**

|  |  |
| --- | --- |
| Do you have an Equality and Diversity Policy? | *Yes / No* |
| In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. (not scored) | *Yes / No* |
| In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?  If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. (not scored) | *Yes / No* |

**Section E – Organisational Processes**

|  |  |
| --- | --- |
| Do you have the following policies & procedures in place within your organisation?   * Professional Boundaries incl. any codes of conduct * Health & Safety Policies * Policies for recruitment, selection & training/development of paid  staff & volunteers * Policies for the performance management & supervision of paid  staff & volunteers? * Complaints processes * Grievance processes * Relevant leave processes, such as annual leave, maternity/paternity/adoption leave, public duty leave | *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No*  *Yes / No* |

**Section F – Contract Performance**

|  |  |  |
| --- | --- | --- |
| Please provide details of at least one public or private, under which you have delivered services that are relevant to this tendering requirement in the last three years. | | |
|  | Contract 1 | Contract 2 |
| Organisation Name and address |  |  |
| Customer Name, phone number  and email |  |  |
| Date contract awarded: |  |  |
| Date contract completed: |  |  |
| Brief description of contract  (max 100 words) |  |  |
| Value: |  |  |

**Section G – Other Requirements**

|  |  |
| --- | --- |
| The Public Contract Regulations 2015 require us to exclude any organisation for which the following grounds for rejection apply.  By responding to this Tender and submitting your bid you confirm that within the past five years, your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control has not been convicted of any of the following offences: | |
| conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | Yes / No |
| corruption within the meaning of section 1(2) of the Public Bodies Corrupt  Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | Yes / No |
| the common law offence of bribery; | Yes / No |
| bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or  section 113 of the Representation of the People Act 1983; | Yes / No |
| any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:   * the offence of cheating the Revenue; * the offence of conspiracy to defraud; * fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern * Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; * fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; * fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; * an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; * destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; * fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; * the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to * supply articles for use in frauds within the meaning of section 7 of that Act; | Yes / No |
| any offence listed—  (i) in section 41 of the Counter Terrorism Act 2008; or  (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; | Yes / No |
| any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | Yes / No |
| money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | Yes / No |
| an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | Yes / No |
| an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; | Yes / No |
| an offence under section 59A of the Sexual Offences Act 2003; | Yes / No |

**Section H - Project Specific Questions and Statements – to be completed by all organisations**

Please note that these questions that will be evaluated by a panel including representative from Vista, and the Work Live Leicestershire core team as part of the tendering process.

|  |
| --- |
| Please tell us how much money you require for this project and provide a breakdown of the cost elements. If you are bidding for more than one work package, please identify the costs separately to allow us to pick our own mix and manage the maximum overall total across bids.  **(Max. 250 words) – Not scored.** |
|  |

*All prices and payments must be inclusive of VAT. Bidders must ascertain their own position on VAT. Vista will not be able to provide advice and guidance to individual organisations on their VAT position.*

|  |
| --- |
| Please outline the enablers and challenges that you have identified relating to transport in rural Leicestershire and how you would address these for the project you have identified as supporting **(Max 250 words) 20% Weighting** |
|  |

|  |
| --- |
| Please outline how you would work collaboratively with both Work Live Leicestershire partners and other agencies **- (Max 250 words) 20% Weighting** |
|  |

|  |
| --- |
| Please indicate how you will shape your service to respond to need within the local areas and participants of the Work Live Leicestershire programme **- (Max 250 words) 20% Weighting** |
|  |

|  |
| --- |
| Please outline your implementation plan for this project, clearly outlining the date from which you will be able to deliver the project. Please note that we expect all to be delivering by April 2019. |
|  |

**UNDERTAKING**

|  |  |
| --- | --- |
| I declare that to the best of my knowledge the answers submitted in this questionnaire 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 VISTA’s requirement.  I understand that VISTA may reject this questionnaire if there is a failure to answer all relevant questions fully, or if I provide false/misleading information. | |
| **FORM COMPLETED BY** | |
| Name: |  |
| Position (Job Title): |  |
| Date: |  |
| Telephone number: |  |
| Signature: (for electronic submissions, please type name or provide an e-signature and ensure compliance with any further instructions issued by an Authority regarding the use of an e-signature) |  |

**Collusive Tendering**

Tender for Work Live Leicestershire Transport provision.

The essence of the public procurement process is that VISTA shall receive bona fide competitive Tenders from all Tenderers. In recognition of this principle and in signing below I/we warrant this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.

I/We also confirm that I/we have not done and undertake that I/we will not do at any time any of the following acts:

1. communicate to a party other than VISTA the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender and/or insurance); or
2. enter into any agreement or arrangement with any other party that s/he shall refrain from tendering or as to the amount of any Tender to be submitted; or
3. offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or the proposed Tender.

In this Schedule:

* the word “person” includes any person, body or association, corporate or incorporate;
* the phrase “any agreement or arrangement” includes any transaction, formal or informal whether legally binding or not.

|  |  |
| --- | --- |
| Signed for and on behalf of the above named Tenderer: | |
| Signature: |  |
| Printed Name: |  |
| Position: |  |
| Date: |  |

**Canvassing**

Tender for Work Live Leicestershire funding.

I/We hereby confirm that I/we have not canvassed any member, officer, employee, or agent of VISTA or Other Contracting Body in connection with the award of the Contract for the services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not prior to the conclusion of the Provider selection process canvass or solicit any member, employee, agent or provider of the VISTA or Other Contracting Body in connection with the award of the Contract for the services or any proposed Call Off Contract for the provision of the services and that no person employed by me/us or acting on my/our behalf will do any such act.

I/We further acknowledge that, should I/we be appointed as a Provider to the Contract following the conclusion of the evaluation process, the Authority will permit me/us to approach the VISTA and/or Other Contracting Body directly in order the promote the Contract.

|  |  |
| --- | --- |
| Signed for and on behalf of the above named Tenderer: | |
| Signature: |  |
| Printed Name: |  |
| Position: |  |
| Date: |  |