

INVITATION TO QUOTE

**Building Better Opportunities**

**Equality and Diversity Consultancy Service**

You are invited to submit a quotation to provide a consultancy service on equality and diversity for three projects funded by the European Social Fund and The Big Lottery Fund. All three projects aim to tackle the root causes of poverty, promote social inclusion and drive local jobs and growth. More information on the Building Better Opportunities can be found here <http://selnet-uk.com/bbo/>

## Applications are invited from a suitably qualified and experienced person or organisation for the supply of consultancy services that meet the relevant requirements.

## It is essential to comply with the following instructions in the preparation and submission of your quotation. We reserve the right to reject a quotation that does not fully comply with these instructions.

### Your quotation must be in English, completed in full, and must be submitted by email to [opportunites@selnet-uk.com](mailto:opportunites@selnet-uk.com) **no later than Thursday 29th June 2017 at 12 noon.**

## Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. Selnet may accept the quotation at any time within this prescribed period. Selnet shall, however, not be bound to accept the lowest or any quotation.

### The standard terms and conditions of Selnet together with Special Conditions (if any) will apply to all orders placed as a consequence of this process. Any Special Conditions will be set out in the Specification.

### **Should you need any clarification regarding this process or any of the information contained in this document, please contact:**

### Liz Tapner, Selnet Ltd, **Email:** [liz@Selnet-uk.com](mailto:liz@Selnet-uk.com) or **Tel:** 01772 200690

## **BACKGROUND INFORMATION**

## SELNET and its partners have been successful in securing funding for three projects in Lancashire. All three projects aim to offer support to individuals who are at risk of exclusion from the labour market and will support disadvantaged people to move towards and into employment. The three projects are categorised by their target audience:

## Project 1 – Age of Opportunity - aimed at over 50’s

## Project 2 – Invest in Youth – aimed at 15-24 year olds

## Project 3 – Changing Futures – Any age that is at risk of exclusion from the labour market and facing multiple disadvantage

SELNET as the lead partner on all three projects has worked hard to ensure the partnership is made up of diverse partners so as to reflect the demographic of Lancashire. The final partnership contains service providers who have portfolios of specialist staff, skills and experience of working with disadvantaged individuals who face multiple and complex barriers to employment and/or have a protected characteristic.

An equality and diversity action plan has been created to plot the steps and measures that have been and will be taken from the start of the project development to project delivery and evaluation.

## We are now looking to award a contract for the supply of a consultancy service to ensure the action plan is implemented, report on progress to the Strategic Management Group and Selnet Board of Directors and support Selnet and any partner organisations that are failing to meet requirements. The consultant should follow the specific activities outlined below when quoting for this work, although the contractor should also consider how they could build on these activities and add value to the services.

## Please refer to the Big Lottery Guidance included as an attachment to this invitation for further information on how equality and diversity is embedded into project delivery.

**Specific role and responsibilities include:**

To work with the project delivery team at Selnet to report on progress and keep the equality and diversity action plan up to date

To highlight any areas of concern and advise on improvements

To report to the Strategic Management Group for each project quarterly, this will involve attending the meetings as and when required

To provide advice and guidance to Selnet and its delivery partners as and when required throughout the project.

**Management of Contract**

Selnet is the Accountable Body for the contract specification as part of Building Better Opportunities. The Contract Officer for this assignment, including any questions on the specification, is **Liz Tapner, Chief Executive Officer. After contract award the Quality and Evaluation Officer at Selnet** will be responsible for the day-to-day management of the contract and will manage the progress of the assignment during its lifetime**.** The contractor will be required to report to the Quality and Evaluation Officer at agreed times and intervals on achievements based on the specific responsibilities of the role.

Should performance fall substantially below a level acceptable Selnet reserves the right to require the Contractor to provide a detailed action plan to ensure compliance with the service requirements. Failure to comply with this provision will entitle Selnet to terminate the contract.

**Section 1: Your Experience and Skills**

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| --- | --- |
| **1.1** | Please provide details of your experience of providing consultancy services for equality and diversity action plans, policies and procedures. (please name any specific projects or organisations you have worked for if you are at liberty to do so). MAX 500 WORDS. |
|  |  |
| **1.2** | Please detail how will you ensure that the action plans are implemented and partners comply with requirements. MAX 300 WORDS. |
|  |  |
| **1.3** | Please detail how you have supported organisations through advice and guidance to comply with equality and diversity procedures and to resolve issues. MAX 300 WORDS. |
|  |  |
| **1.4** | Please provide details of any experience of working with a multi-agency partnership to ensure compliance and best practice around equality and diversity. MAX 300 WORDS. |
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**Section 2: Deliverability**

|  |  |
| --- | --- |
| **2.1** | Please provide evidence of your availability to deliver this contract within the time period of August 2017-June 2019 including the names and roles of key staff responsible for its oversight and delivery. MAX 300 WORDS. |
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**Section 3 – Pricing**

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| --- | --- |
| **3.1** | Please outline your costs for delivering this service over the course of the projects based on the specification outlined above by providing an hourly rate, half day rate and a full day rate.  Mileage and travel expenses will be compensated as accrued and as approved by the Quality and Evaluation Officer. (Mileage rate of 45p per mile). |
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**Section 4 - Award and Evaluation Criteria**

Proposals will be evaluated as follows:-

|  |  |
| --- | --- |
| **Category** | **Maximum marks available** |
| 1. Experience and Skills |  |
| 1.1 Experience | **40** |
| 1.2 Action Plan Implementation | **40** |
| 1.3 Advice and Guidance | **40** |
| 1.4 Multi Agency support | **40** |
| 1. Deliverability within timescale | **40** |
| 1. Price | **100** |
| TOTAL | **300** |

Category 1 (Experience and Skills) and category 2 (Deliverability) will be scored in accordance with the table below.

|  |  |
| --- | --- |
| Marks Awarded % |  |
| 0% | No evidence of the question being answered. Fails to demonstrate an ability to meet the requirement. |
| 20% | There is limited/insufficient information provided, a headline or assertion made. |
| 40% | Some evidence of meeting the criteria but with some gaps. |
| 60% | Response is relevant and acceptable but lacks detail on some aspects. More strengths than weaknesses. |
| 80% | Response is relevant and good. Meeting all elements of the Specification with few weaknesses. |
| 100% | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |

Category 3 (Price) will be scored as follows.

Price score = 100 x ((lowest tender price)/(tender X’s price))

**Section 4 – References**

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| --- | --- |
| Please provide details of TWO references for which you have carried out similar work | |
| Organisation: | Organisation: |
| Contact Name: | Contact Name: |
| Address | Address |
| Email: | Email: |

I/We hereby offer to supply the above mentioned services on Selnet’s Standard Conditions of Contract and Special Conditions (if any) and confirm that we have read, understood and agree to be bound by Selnet’s Standard Terms and Conditions and Special Conditions for all orders placed as a result of this process.

|  |  |
| --- | --- |
| **Signed** |  |
| Name (Block Capitals) |  |
| Job Title |  |
| Organisation |  |
| Telephone contract |  |
| Email |  |

