**PART B – TO BE COMPLETED AND RETURNED WITH REQUESTED DOCUMENTS**

**Form of Tender – Hackney CVS (Connect Hackney: Complex needs)**

To: TONY WONG (Connect Hackney Programme Director)

 (please return to info@connecthackney.org.uk

Date: Click here to enter a date.

I/We have read and understood the Invitation to Tender for ‘Connect Hackney: Complex Needs’ and do hereby offer to execute and complete in accordance with the Specification and the Conditions of Tendering outlined in Part A.

I/We understand that Hackney CVS (Connect Hackney) may accept all, part, or none of the tender proposed.

I/We undertake in the event of your acceptance to enter into a formal Service Level Agreement as required by Hackney CVS (Connect Hackney).

I/We confirm that Name of YOUR ORGANISATION HERE that all information supplied is accurate to the best of our knowledge and we agree to notify Hackney CVS (Connect Hackney) of any material changes in the organisation’s position.

I/We certify that this offer is made without prejudice to our liability for breach of any of our obligations under the Service Level Agreement and (the bidder) shall be liable for and shall indemnify **Hackney CVS (Connect Hackney)**against any liability, loss, costs, expenses, claims or proceedings.

Should any errors in pricing or errors in arithmetic be discovered before acceptance of this offer submitted by me/us, I/we shall correct these errors immediately by e-mail to info@connecthackney.org.uk for the attention of Tony Wong. **Hackney CVS (Connect Hackney)**reserves the right to consider my/our revised bid and withdraw its offer to enter into a Service Level Agreement with me/us.

I/we acknowledge that if I/we return a tender bid and if I/we act or shall act in contravention of the terms within this ITT, **Hackney CVS (Connect Hackney)**will be entitled to cancel the Service Level Agreement and to recover the amount of any loss and expense resulting from such a cancellation.

|  |  |  |  |
| --- | --- | --- | --- |
| For and behalf of:**NAME OF BIDDER** | Click here to enter text. | Date: | Click here to enter a date. |
| 1st Signature:  | Click here to enter text. |
| Print Name / Job Title: | Click here to enter text. |
| 2nd Signature: | Click here to enter text. |
| Print Name / Job Title: | Click here to enter text. |

**Who can sign:**

|  |  |
| --- | --- |
| Unincorporated charity | Chief Officer and Chair or Treasurer |
| Incorporated charity/ company within the meaning of the Companies Act | Any two of Chief Executive, Company Secretary or a Director |
| Partnership or Consortium that is not a legal entity in its own right | Any two of Chief Executive, Company Secretary or a Director of the lead organisation |
| Bidders should note that in case of a consortium bid, the consortium leader will be required to accept responsibility for service delivery and will be held liable on behalf of its consortium partners as per the contract terms and conditions. A robust partnership agreement needs to be included with this submission.Bidders should also note that if information concerning a potential partner in the form of a consortium member is provided in the bid, the bidder will not be able to make changes to the use of that member during the term of the contract without obtaining prior written consent from Connect Hackney. |

**PLEASE NOTE THE WORD LIMIT AND WEIGHTING OF EACH QUESTION, PROVIDING ALL OF THE INFORMATION AND SUPPORTING DOCUMENTATION REQUESTED.**

**Please note the text boxes expand automatically as you type.**

**About your organisation**

Organisation name (please ensure that you provide the legally registered name of your organisation):

 Click here to enter text.

|  |  |
| --- | --- |
| Address: | Click here to enter text. |
| Name of the main contact person for this application: | Click here to enter text. |
| Position in organisation:  | Click here to enter text. |
| E-mail address:  | Click here to enter text. |
| Telephone Number:  | Click here to enter text. |
| Organisation website:  | Click here to enter text. |

Is this the person who will be responsible for delivering this project, if the application is successful?

[ ]  Yes [ ]  No

If the answer is **no**, please provide the name, contact details and position of the person if known?

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Contact Details (Email/Telephone Number) | Click here to enter text. |
| Position in organisation | Click here to enter text. |

What type of organisation are you (please tick all that apply)?

[ ] Limited company [ ] Charity [ ] CIC [ ]  CIO

[ ] Other (please specify below):

Click here to enter text.

Please give your charity, company or other reference numbers below (if applicable)

Charity Number:

Click here to enter text.

Company Number:

Click here to enter text.

Are you a branch of a larger organisation?

[ ] Yes [ ] No

If **yes**, what is the name and address of the larger organisation, including postcode? Please note that the larger/parent organisation may have some legal responsibility if you are awarded the tender, so you must ensure that you are able to demonstrate that you have the full endorsement of your parent organisation at the time of submitting this tender.

|  |  |
| --- | --- |
| Name of organisation | Click here to enter text. |
| Address | Click here to enter text. |

Please provide a short summary of the aims and objectives of your organisation.

Click here to enter text.

Please put an ‘**X**’ in the box next to the specific target group(s) your project will reach

|  |  |
| --- | --- |
| **Complex need** | **Tick box** |
| People living with dementia/Alzheimer’s  |  |
| People affected by / living with mental health issues |  |
| People who find it difficult to leave home regularly  |  |

**ASSESSMENT QUESTIONS**

Please answer all questions in section A and B. For any questions which are not applicable, please mark the text box as ‘N/A’

**Section A**

1. Please outline your experience of delivering activities for people aged 50+?

(300 words) 5%

Click here to enter text.

1. Please tell us about the activity/activities that you want to deliver and provide any evidence that demonstrates why you consider that these activities will reduce levels of social isolation and loneliness amongst your project target group. Please include details of the frequency of your activities, and the number of individual participants you expect to reach per session, and overall? (300 words) 20%

Click here to enter text.

1. Please tell us how you plan to target older people who are lonely or socially isolated and encourage them to get involved in these activities. Please include details of any referral pathways in place with relevant service providers, or that you will establish as part of the project?

(300 words) 15%

Click here to enter text.

1. If your organisation is not a specialist provider for meeting the complex needs of your intended client group, please provide details about the organisation(s) you have consulted and/or will partner with to ensure the project will meet the needs of your project participants? (300 words) 15%

Click here to enter text.

1. Please tell us where the activities will be taking place including how often they will happen and who will be involved in delivering them? (300 words) 5%

Click here to enter text.

1. Please explain how older people will be involved in developing these activities? If this is not possible due to the complex needs of your client group, please explain how you intend to ensure the activities adequately meet the needs and wants of the project participants (300 words) 15%

Please see Appendix 6 for further information.

Click here to enter text.

1. Please tell us how you plan to monitor your projects performance and provide a summary of any potential risks to delivering this project? (300 words) 5%

Click here to enter text.

1. Please provide an outline of your organisation’s approach to safeguarding and how you will ensure the safety of any adults with care and support needs, children or young people participating in your project? (300 words) 10%

Click here to enter text.

1. Hackney is a very diverse borough. How will you ensure that your activities are delivered in an inclusive environment? (300 words) 5%

Click here to enter text.

**Section B**

1. What is the total cost of your project?

Click here to enter text.

1. How much funding are you requesting from Connect Hackney if different from above? Please list all other income streams, and whether this funding has been secured already.

Click here to enter text.

1. Please provide a budget for your project, ensuring that the following headings are included:
* Staff cost
* Premises and equipment
* Volunteer costs
* Project delivery costs
* Management cost
* Other (please specify)

**NB:** Please note that activities do not have to be offered free of charge, but should be low cost in order to enable people to attend. Activities should not cost more than £3 per session. Please ensure that the total of the cost is included. This can be submitted as a separate document but please ensure that the name of your organisation is on the budget. 5%

Click here to enter text.

1. Do you need to declare a conflict of interest in relation to this submission?

 [ ] Yes [ ]  No

If you have answered **yes**, please provide further details below on the nature of the conflict of interest. Please note that declaring a conflict of interest does not mean that your submission will not be considered, but the assessors will consider whether the conflict needs to be taken into account. This will also be communicated to you at the end of the process. If your submission is shortlisted for a panel interview, the assessors may discuss this with you.

Click here to enter text.

1. Please provide copies of the following documents:
2. Project Budget
3. Health and Safety Policy
4. Safeguarding Policy
5. Public Liability Insurance
6. Employers Liability Insurance
7. Equality and Diversity Policy
8. Volunteer Policy (if volunteers are going to be involved in the delivery of your activity)
9. Audited Accounts for the last financial year (2016-17)

**Please be aware that if you are successful in securing this tender, you will be required to abide by the Data Sharing Protocol in Appendix 7.**