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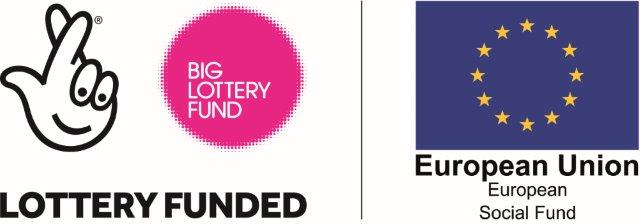
**Building Better Opportunities**

**The Financial Inclusion Project**

**Evaluation and Participation Partner**

***‘Money Sorted in D2N2’***

**Tender Opportunity**



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1. **Overview of Scope of Work**

St Anns Advice Group (SAAG) is seeking to procure and work with an additional partner organisation to contribute to our Building Better Opportunities (BBO) Financial Inclusion Project by enabling Project participants to get involved and play a full role in how the service is developed, delivered, managed and governed.

We are fully committed to ensuring that participants have every opportunity to shape and influence how the Project develops and how it works at both operational and governance levels. In order to achieve our goals for the Project and for individual participants we believe it is essential that participants are fully involved at all stages and at all levels.

The two key elements to this scope of work are:

1. The development and delivery of a Participant Involvement Policy and Plan throughout the duration of the project.
2. The development and delivery of a Monitoring and Evaluation Plan throughout the duration of the project, in line with Sections J and K in our overall Project Plan.
   1. **Contract Duration**

The contract duration will be for a period of 34 months subject to annual performance, audit and review.

The contract will commence at the beginning of January 2017 and run until the end of the Project in October 2019.

* 1. **Contract Value**

The contract value for this service will be a fixed price of £103,000 for the whole period.

* 1. **Background to the Building Better Opportunities Project**

The BBO Project is jointly funded by the Big Lottery Fund and the D2N2 Local Enterprise Partnership European Social Fund (ESF) and aims to combat the root causes of poverty, promote social inclusion, challenge long-term unemployment, and empower socially and financially excluded people. The ESF strand is a part of the European Structural & Investment Funds (EUSIF) Growth Project 2014 – 2020 and its principal goal is to improve local growth and create jobs, by investing in Innovation, Business, Skills and Employment. ‘Promoting Social Inclusion & Combating Poverty’ is a key Themewithin the EUSIF Project(Thematic Objective Nine -TO9) and therefore the Big Lottery Fund is matching funds from ESF to deliver the BBO Project via three separate, yet complementary, pathways which are; Financial Inclusion, Multiple & Complex Needs, and Towards Work.

SAAG is part of the **D2N2 People First Consortium**, which has submitted and won three separate Stage 2 applications, one for each TO9 Pathway. As part of this Alliance, SAAG lead agency for *Advice Nottingham is leading on the Financial Inclusion Pathway*, *Framework Housing is leading on Multiple & Complex Needs Pathway* and *Groundwork Greater Nottingham is leading on the Towards Work Pathway.* All three Pathways share a common ethos and approach, based on the principles of *Personalization, Strategic Purpose* & *Value for Money* and also share a system for Data Collection, Monitoring and Evaluation.

* 1. **Background to the ‘*Money sorted in D2N2’* Financial Inclusion Project**

Many disadvantaged and excluded people across Nottinghamshire and Derbyshire need support to address the barriers they face in order to achieve stability, as a vital first step towards becoming financially included. The level, duration and nature of support will depend on an individual’s personal circumstances, however it will primarily focus on addressing the root causes of their exclusion and helping them on a journey towards becoming more financially resilient. Our ‘*Money Sorted in D2N2’* Project aims to support those who are disengaged and furthest away from the labour market. Aims of the Project include participants; achieving stable finances, improvements in their health and wellbeing, have better functioning families, overcome debt and be able to budget and plan more efficiently.

The Project focuses on creating more effective ways of accessing and navigating existing financial inclusion provision; rationalising and aligning the range of provision accessed by individuals (especially those considered ‘hardest to reach’) and filling gaps where necessary with needs-led person centred solutions through the development of a Personal Financial Resilience Plan.

Most importantly the Project aims for a minimum of 80% of participants to have increased financial management skills.

Money Sorted in D2N2 will engage and support **2,500** participants

Of these 2,500 Participants, specific demographic targets are as follows:

* **1,250** Men
* **1,250** Women
* **1,250** People who are Unemployed
* **1,250** People who are Economically Inactive
* **400** People who are 50 or older
* **500** People with Disabilities
* **300** People from Ethnic Minorities
* **500** People with Mental Health challenges

As a result of our interventions:

* **253** people will move into education or training
* **263** will move onto effective job search or employment

The Financial Inclusion strand will be coordinated by SAAG as Lead Agency for a consortium of local partners experienced in the delivery of financial inclusion focused projects and opportunities for disadvantaged and vulnerable people in the D2N2 area, with a focus on those that are:

* In receipt of Job Seekers Allowance
* Economically inactive

Our approach will support people to overcome their personal barriers to financial inclusion, by providing an all-inclusive package of support to those most at risk of social exclusion. We will deliver intensive, one to one support through the provision of Personal Navigators (PN’s) located on the ground in partner organisations. These will enable the Project to take a personalised approach that will respond to the needs of each participant as a whole person. PN’s will work with participants to develop individual Financial Resilience Plans that are owned by them and reflect their aims, acknowledge and address their individual issues and barriers and work towards meeting individual goals and aspirations.

PN’s will deliver an ‘End to End’ personalised service - working closely with individual participants within a manageable caseload, supporting them to achieve financial inclusion goals and tracking their progress on a journey into effective job search, education or training and/or financial stability.

**Project Structure**

SAAG is the lead partner of the Financial Inclusion strand of the Building Better Opportunities Project. St Anns Advice Group has an experienced and skilled Project Management Team in place with a wealth of retained skills.

Over the past two years SAAG has been developing a complementary partnership structure of providers across the D2N2 area capable of providing a responsive financial inclusion service to meet the needs of local people who are currently financially excluded. The providers in the partnership have been selected to reflect the diverse geography and demographics that exist across the D2N2 area. Our partnership of 20 providers contains the complementary range of organisations capable of meeting the diverse support needs of the communities across the D2N2 area. The partnership contains substantial expertise to support disadvantaged people navigate the benefits system, manage their debts and develop their financial capability.

1. **Detailed Scope of Work**

Consistent with our values, participants will be fully involved in all aspects of the development and delivery of our project through a range of involvement initiatives including representation on our Project Delivery Board. The Partner will be required to lead on two interconnected elements over the three year period:

* The development and delivery of a Participant Involvement Policy and Plan throughout the duration of the project.
* The development and delivery of a Monitoring and Evaluation Plan throughout the duration of the project.

**Please note: The following is intended as an outline of the service to be provided only. We wish to work with the selected partner and use their expertise to help us develop the details of how the service will work in practice.**

**Participant Involvement**

We wish to procure a Partner who will lead the development and implementation of our Participant Involvement Strategy enabling full involvement at all levels of our Project. They will ensure participant inclusion and voice are heard and fed back to the Project Board, Local Authority Stakeholder Managers and People First Consortium Board members to ensure that needs of participants are understood and change can happen on Project and throughout and after the life of the Project.

The role of the new partner will specifically include:

* Development and delivery of a Participant Involvement Policy and Plan
* Training and supporting individual and groups of participants to get involved in elements such as recruitment, development and approval of marketing literature, development of services and system design.
* Supporting, training and supervising a number of Participation Mentors
* Enabling participants to play a role in the Financial Inclusion Project board.
* Enabling Participants to contribute to strategic governance arrangements/forums.
* Enabling Participants to play a role in project audit and Project evaluation.
* Working with all Project partners to support them in delivering our Participation & Involvement Strategy.
* Reduce the barriers to engagement in services.
* Ensure all safeguarding policies and procedures are adhered to.
* Support the process of innovation and change.

The Participant Involvement Policy and Plan will specifically include:

* Underlying rational for involvement and participation in terms of (a) Project development (b) participant financial resilience development.
* The requirement to acknowledge and respond to all participant feedback and involvement activity with present intelligence and options to develop and improve the Project.
* Recognise and define the need for effective capacity building arrangements to ensure participant voice is reflected in the development of the project e.g. recruitment and mentoring support for participant involvement in the Financial Inclusion Project Board.
* Training and development plans to equip individuals to progress into effective Mentors who can utilise their lived experience of worklessness to positively inform the development and delivery of the Project.
  1. **Monitoring and Evaluation**

The ‘*Money Sorted in D2N2’* Monitoring and Evaluation Plan will set out to establish the interventions and approaches that help individuals to secure and sustain financial management skills. Our research to design this Project has revealed that all too often individuals experiencing social exclusion and worklessness feel disempowered by statutory provision which reinforces issues surrounding the loss of confidence and career direction. To help address these issues we aim to place participants with lived experience of worklessness at the heart of the evaluation process to ensure ‘effective’ and ‘ineffective’ practice can be identified and respectively championed or resolved as appropriate.

The evaluation will explore the following key principles and project outcomes in order to assess how effective the project has been:

Key principles

* Project reach and participation
* Individual progression
* Participant involvement
* What factors are working well/not well
* Assessment of wider impact and Project legacy

Project outcomes

* Participants will have a better understanding of their personal barriers to financial resilience and what is needed to overcome them.
* Participants will have increased skills to support money management.
* Participants will have better understanding of financial capability and learning options available to them.
* Participants will have increased levels of confidence and improved communication skills.

This evaluation process is very much about capturing the legacy and learning from the ‘*Money Sorted in D2N2’* Project delivery. We will contribute towards the dissemination of sharing of learning to shape the development of a progressive legacy to help inform how future ‘Inclusion’ Projects are commissioned, designed, and delivered across the region. We expect that the central involvement of participants in project design, delivery and governance activities represents a key development opportunity to inform the commissioning of future ‘Inclusion’ services.

Objectives

* Evidence the value of the ‘Money Sorted in D2N2’ service approach and interventions offered.
* Develop a series of hypothetical statements to explore and help illustrate the value of the under-pinning principles of the Money Sorted in D2N2 Project.
* Utilise existing data on Project performance to conduct wider quantitative research to accept or reject underlying evaluation hypothetical statements surrounding service provision.
* Contribute to the on-going development of the ‘theory of change’ underpinning the evolution of the Project.

The role of the evaluation partner will specifically include:

* Quarterly reviews of Project performance to feed into the development of three evaluations undertaken at the end of each year of service delivery.
* Three annual evaluations at the end of each year, including final evaluation at the end of year three.
* Baselining progress and long term impact – The MAP MIS tool plan has been established as the primary tool to effectively ‘baseline’ the situation facing participants entering the Project. To help assess the long term impact of Project delivery at the end of year three, the partner will seek to evaluate the progression of all participants after six months.
* As per the Participation Partner scope of work, the partner will be required to place participants in a key role within the evaluation process through the creation of Mentor roles.
* Include key stakeholder involvement in evaluation processes.
* Feedback information throughout the lifecycle of the project to highlight project under performance requiring improvement for discussion within the Project Board.
* The Partner will be required to include specific evaluation questions, baseline data, research methods and timescales
* The Partner is expected to utilise both qualitative and quantitative methods in their approach to assess project performance and crucially will also engage participants in the evaluation process.
  1. **The provider is expected to:**
* Play an active role in the ‘Money Sorted in D2N2’ Partnership and Project.
* Ensure participants are fully involved in the development of this service.
* Manage all finances effectively.
* Encourage volunteering within the service.
* Collect and report data as detailed below.
* Attend reviews of service delivery as required.
* Have Information Sharing Protocols in place with other providers.
* Have a lead for Safeguarding.
* Fully comply with EU/ESF Regulations including rigorous monitoring, auditing and evaluation procedures as instigated by the Lead Organisation, EU Regulatory requirements include Equality, Diversity & Equal Opportunities, Sustainable Development, Marketing & Publicity and Document Retention.
* Have formal ESF Compliance Systems in place.
* Work within SAAG *Quality Assurance Framework* to ensure a high quality service and continuous improvement is achieved.
* Fully comply with the **Data Protection Act 1998 (DPA)** for the delivery of the TW Project and hold a formal *Data Protection & Security Policy.*

Tender Process

The organisation we seek will be able to demonstrate significant experience and evidence a successful track-record of supporting, enabling and developing vulnerable and disadvantaged people who use services to get involved in and get their voices heard at operational and strategic levels. Providers must have a track record of working with unemployed, economically inactive and vulnerable people in the local area to deliver Participation and Evaluation services.

The successful bidder must have, and provide evidence to demonstrate it has experience of successfully delivering similar contracts of this type, value and complexity. This evidence must be supported by referees who can verify this and the bidders record of producing high-quality research/ evaluation reports to support policy and practice development, whilst keeping to time and budget throughout through good management.

In addition we are looking for the following information:

|  |  |
| --- | --- |
| 1. Please outline your organisation’s experience of delivering successful Participation and Involvement services and support to vulnerable and disadvantaged people – including unemployed and economically inactive individuals and groups. | 250 words |
| 2. Please describe how you propose to work in partnership with SAAG and Delivery Partners to ensure Project participants are aware of the opportunities available to them and are fully engaged and involved in service delivery and development. | 250words |
| 3. Please describe in detail how you propose to deliver the service | 1000 words |
| 4. Please outline what you see as the role of Mentors and your organisation’s experience of recruiting, training and supporting service users to carry out such roles (or similar roles). | 250 words |
| 5. Please tell us your understanding of, and experience of working with a range of agencies and the ability to undertake research/evaluation in a multi-agency partnership. | 250 words |

We would be pleased to receive proposals that demonstrate elements of critical thinking and a creative and inclusive approach.

To support your application, we are asking all providers to remit their latest set of annual accounts alongside the following four policies:

1. Environmental & sustainable development

2. Equality & diversity

3. Safeguarding & vulnerable adults

4. Data protection & information security policy

* 1. Tenders should be submitted to [applications@stannsadvice.org.uk](mailto:applications@stannsadvice.org.uk) **by Midday**
  2. **Pricing**

Tenderers are required to indicate an annual cost and a total cost at which they propose to deliver the service specified totalling the contract value of £103,000:

**Total Cost = £103,000**

* 1. **Tender Exclusion Criteria**

Tenderers shall be excluded from participation in procurement procedure if they are in any of the following situations:

* they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* they or persons having power of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
* they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of England & Wales or those of the country where the contract is to be performed;
* they or persons having power of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity;
* following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure for this contract:

* are subject to a conflict of interest;
* are guilty of misrepresenting the information required by St Anns Advice Group

Please complete the exclusion criteria form accompanying this procurement

**Tender Form**

|  |  |  |
| --- | --- | --- |
| **1** | **ABOUT YOUR ORGANISATION** | |
|  | Name of your organisation  Address  Named contact person submitting this tender application:  Role of named contact person  e-mail:  phone:  website: |  |
|  | Year organisation established:  Turnover |  |
| **2** | **ADDITIONAL FORMS** | |
|  | I have read and understood the required forms to complete the tender.  I have attached and signed all forms on behalf of my organisation. | |  |  | | --- | --- | | Please tick to confirm tender form completed and attached |  | | Please tick to confirm collusive tendering for bona fides form attached |  | | Please tick to confirm exclusion criteria form completed and attached |  | |
| **3** | **TECHNICAL RESPONSE** | |
|  | 1.  Please outline your organisation’s experience of delivering successful Participation and Involvement services and support to vulnerable  and disadvantaged people – including unemployed and economically inactive individuals and groups (250 words) | |
|  | 2.  Please describe how you propose to work in partnership with SAAG and Delivery Partners to ensure Project participants are aware of the opportunities available to them and are fully engaged and involved in service delivery and development (250 words) | |
|  | 3.  Please describe in detail how you propose to deliver the service (1000 words) | |
|  | 4.  Please outline what you see as the role of Mentors and your organisation’s experience of recruiting, training and supporting service users to carry out such roles (or similar roles) (250 words) | |
|  | 5.  Please tell us your understanding of, and experience of working with a range of agencies and the ability to undertake research/evaluation in a multi-agency partnership (250 words) | |
| **4** | **ECONOMIC RESPONSE** | |
|  | Please outline your proposed breakdown per year for the cost of your service:  Year 1  Year 2  Year 3 | |
|  | Please can you supply below the contact details for two clients who would be willing to offer a testimonial for the work you carry out? Please specify the organisation concerned, contact name, email and phone number.  Client one:  Client two: | |
|  |  | |
| **5** | **SUSTAINABILITY & ENVIRONMENTAL MANAGEMENT** | |
|  | How does your organisation work to minimise the environmental impact of its work?  Maximum 500 words | |
|  |  | |
| **6** | **ADDITIONAL INFORMATION** | |
|  | Please tick to confirm that the following has been included in your submission:   * Annual Accounts * Environmental & sustainable development * Equality & diversity * Safeguarding & vulnerable adults * Data protection & information security policy | |

**Tender Selection Criteria**

Tenders will be evaluated on a 70% Technical, 20% Economic and 10% Environmental sustainability criteria.

|  |  |
| --- | --- |
| **Technical criteria** | Marks awarded |
| Approach and methodology for meeting the tender requirements | 70 |
| **Economic criteria** |  |
| Approach and values for per year for the contract | 20 |
| **Environmental Sustainability** |  |
| Evidence of environmental management and sustainability strategies | 10 |

**Tender Evaluation**

Each question in the tender form will be scored between a range of 0 (zero) – 3 (three) as shown below:

0 points = does not meet requirement

1 point = partially meets requirement

2 points = fully meets requirement

3 points = exceeds requirement

Any question response resulting in the award of zero will mean that the tender has failed and the tender will be automatically rejected.

The points awarded for each question will be added together and the tender scoring the highest number of points (without any zero scores) will be selected as the successful tender.

Should more than one organisation score the same, section criteria will be based on methodology and approach to the work, most in line with the ethos and aims of the Project.

**Bids which are late or do not meet the minimum requirements will be automatically rejected.**

**Tender timetable**

|  |  |  |
| --- | --- | --- |
| **Key date** | **Activity** | **Lead** |
| 18th October 2016 | Invitation to Tender advertised  Deadline for return | BBO Project Manager |
| 17th November 2016 | Closing date for Tenders | BBO Project Manager |
| 18th – 24th November 2016 | Evaluate Tenders | BBO Project Manager |
| 24th November 2016 | Tender Score Notification | BBO Project Manager |
| 25th November –  5th December 2016 | Standstill period | BBO Project Manager |
| 6th December 2016 | Notice of Contract | BBO Project Manager |
| 2nd January 2017 | Contract Commencement | BBO Project Manager |

**FORM OF TENDER**

**To St Anns Advice Group**

I (or We) the undersigned do hereby offer and undertake on the acceptance of this Tender (either wholly or in part) by St Anns Advice Group to provide the service(s) described in the Contract in accordance with all documents that constitute the Contract.

Unless and until a separate formal agreement is prepared and executed this tender if accepted together with the said General Terms and Conditions, [Special Conditions of Contract], Specification and Pricing Schedule, together with your written acceptance thereof shall constitute a binding contract between us.

I (or we) understand that St Anns Advice Group is not bound to accept the lowest or any tender it receives.

Dated:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(GIVE FULL NAMES)

Name (IN BLOCK CAPITALS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status or Authority of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name or Title of Establishment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the firm is not a limited company please name the proprietors \_\_\_\_\_\_\_\_\_\_

Postal Address or Registered Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facsimile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed in full by the person tendering or, in the case of a firm or company, by a partner or authorised representative thereof respectively in their own name and on behalf of such firm or company.

**COLLUSIVE TENDERING CERTIFICATE OF BONA FIDES**

I/ We certify that this is a bona fide tender, and that I/ We have not fixed or adjusted the prices in the submission by or in accordance with any agreement with any other person. I/ We also certify that I/We have not done and I/We will not do at any time before the hour and date specified for the return of this submission, any of the following procedure acts:-

1. offer or give or agree to give any officer of St Anns Advice Group any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedures;
2. communicate to a person other than the person calling for submissions, the amount or approximate amount of the proposed submission;
3. enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any submission to be made;
4. offer or pay or give or agree 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 submission or proposed submission in response to the invitation relating to the above requirements, any act or thing of the sort described above.

In this Certificate the word “person” includes any persons and anybody or association, corporate and unincorporated and, “any agreement or arrangement” includes any such transactions formal or informal and whether legally binding or not. For the avoidance of doubt, the acts covered by this Certificate include the acts of all persons employed by the tenderer, or who are purporting to act on the tenderer’s behalf, whether the tenderer is aware of their acts or not.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/we certify that the organisation and any associated party submitting this tender is not subject to any of the following exclusion criteria conditions.

* they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* they or persons having power of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
* they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of England & Wales or those of the country where the contract is to be performed;
* they or persons having power of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.
* following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure for this contract:

* are subject to a conflict of interest;
* are guilty of misrepresenting the information required by Groundwork Greater Nottingham as a condition of participation in the procurement procedure or fail to supply this information.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (GIVE FULL NAMES IN BLOCK CAPITALS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status or Authority of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name or Title of Establishment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tender submission**: Completed tenders to be submitted via email to [applications@stannsadvice.org.uk](mailto:applications@stannsadvice.org.uk) on or before the