



Home Office

SPECIALIST INDEPENDENT CHILD TRAFFICKING ADVOCATES

CALL FOR PROPOSALS

APPLICATION PROCESS AND APPLICATION FORM



The Application Process

1. General

- 1.1 The Statement of Requirements describing the Home Office's ["the Authority"] desired outputs for the Child Trafficking Advocate project ["the Project"] has already been issued.
- 1.2 The purpose of this document is to provide organisations who have expressed an interest in delivering the Project ["Bidders"] with information on how to apply, including the questionnaire ["the Application Form"], and the Authority's approach to assessing proposals.
- 1.3 Annex A to this document is the Application Form that all Bidders must complete; it poses a series of questions which relate directly to the required outputs. These have been weighted to indicate their relative importance. Responses will be assessed to provide a quantitative score.
- 1.4 It is the Bidders' responsibility to monitor their nominated contact email address.

2. Clarification of Information

- 2.1 The Authority will not enter into detailed discussions on the Project requirements with individual Bidders.
- 2.2 Bidders seeking clarification about any aspect of the call for proposals may submit questions – in writing only – up to midday (GMT) on Tuesday, 25th March 2014¹.
- 2.3 All communications must be in writing and submitted to:
 - [REDACTED]
- 2.4 Any question or request for clarification will result in both the query and the response being communicated (in a suitably anonymous form) to all Bidders. Responses to questions will not identify the originator and may be answered in batches, rather than one at a time.
- 2.5 If a Bidder wishes to ask a question of the Authority without the Authority revealing the question and its answer, then the Bidder should notify the Authority accordingly, giving justification. Where the Authority considers that there is insufficient justification for not publicising a question and the corresponding answer, it will invite the questioner to decide whether the question and answer should be published, or whether they wish to withdraw the question.
- 2.6 The Authority will hold an open event on the 18th March 2014 for any prospective Bidders to answer queries, a minute of this event will be circulated to all Bidders.

¹ Bidders will note that this deadline differs from that originally proposed in the Statement of Requirements. Subsequent to the release of the SoR document it has been agreed that Bidders should have a reasonable period after attending the Open Event in which to consider any clarifications that may be required. The date above is therefore correct and supersedes that stated in the SoR.



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3. Submission Process

- 3.1 Full and final proposals must be received electronically (by email) at [REDACTED] by the submission deadline of 4pm (GMT) on Friday, 28th March 2014. It is the responsibility of the Bidder to ensure that their bid is submitted in a timely manner: The Authority does not undertake to consider bids received after that time.
- 3.2 Applications will be acknowledged by reply email within two (2) working days of receipt by the Authority.
- 3.3 It is the responsibility of the Bidder to ensure that they receive an acknowledgement within two working days and contact the Authority directly if an acknowledgement has not been received.
- 3.4 A compliant proposal must:
 - a. Reach the Authority no later than the submission deadline;
 - b. Include a fully completed Application Form;
 - c. Confirm acceptance of the proposed Grant Agreement;
 - d. Contain a fully priced proposal that is capable of execution and which contains no material qualifications or conditionality; and
 - e. Be in a form capable of acceptance by the Authority.
- 3.5 Bidders must note that the Authority will reject proposals that:
 - a. do not use the application form at Annex A, or
 - b. are incomplete (without proper explanation).
- 3.6 Prior knowledge of any aspect of a Bidder's organisation or of its ability to meet the requirement must not be assumed and all responses should be completed in full, as applicable.
- 3.7 Proposals will be assessed by a panel comprising of Home Office and Department of Education officials ["the Panel"].
- 3.8 The Panel will assess proposals and make recommendations based on each Bidder's ability to meet the eligibility criteria as determined by their responses given in the Application Form.
- 3.9 There will not be an appeal panel and the decision of the Panel will be final.
- 3.10 The Authority will notify each Bidder by email whether as to their success or not during April 2014.

4. Weightings

- 4.1 Weightings have been allocated to the requirements, and are identified in the Application Form, on the following basis:
 - Weighting of 5 (five) – Critical
 - Weighting of 3 (three) – Important



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- Weighting of 1 (one) – Beneficial/Desirable
- Weighting of 0 (zero) – Not scored

5. Qualitative Assessment

- 5.1 The purpose of the scoring assessment is to evaluate the information presented in each proposal in a structured and clear manner. Members of the Panel will score each section individually, multiplying the score by the relevant weighting factor to obtain a total section score.
- 5.2 The scoring procedures reflect the quality of each proposal. Scores will be within the range 0-10. Scoring ranges are explained in more detail below:

Assessment	Question Score	Interpretation
Excellent	10	Exceptional demonstration by the provider of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with significant evidence to support the response.
Good	8	Satisfies the requirement with minor additional benefits. Above average demonstration by the provider of the relevant ability, understanding, skills, resource & quality measures required to provide the services. Response identifies factors that will offer potential added value, with sufficient evidence to support the response.
Acceptable	6	Satisfies the requirement. Demonstration by the provider of the relevant ability, understanding, skills, resource and quality measures required to provide the services, with some evidence to support the response.
Minor Reservations	4	Satisfies the requirement with minor reservations. Some minor reservations of the provider relevant ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.
Serious Reservations	2	Satisfies the requirement with major reservations. Considerable reservations of the provider relevant ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the provider has the ability, understanding, skills, resource & quality measures required to provide the Services, with little or no evidence to support the response.

6. Sub-Contracting/Consortium/Joint Ventures/Partnership Proposals

- 6.1 The Authority encourages potential providers to consider how best they can meet all the requirements stated, in particular the need to deliver across all the geographic areas noted in Annex A to the Statement of Requirements document.



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- 6.2 The Authority is open to the requirements being delivered by multiple suppliers, and encourages a partnership or consortium approach. In such instances the Authority's preference is to enter a single Grant Agreement with a lead body/single entity.
- 6.3 All information requested should be given in respect of the proposed lead Bidder. The lead Bidder shall complete all parts of the questionnaire. Relevant information should also be provided in respect of other Bid members who will play a significant role in the delivery of services under the ensuing Grant Agreement. Bidders must provide an explanation and a diagram of the proposed delivery structure. Information should be provided clarifying the extent to which the proposed lead Bidder will call upon the resources and expertise of the other parties, in order to enable the Authority to assess overall capability.
- 6.4 Please note the term Bidder refers to: sole practitioner, partnership, including limited liability partnership, organisation, co-operative or joint venture, and any other body whether incorporated or unincorporated. The undertaking should be signed by the applicant, a partner or authorised representative in her/his own name and on behalf of the organisation.

7. Language

- 7.1 Responses shall be submitted in English. Any printed literature furnished by the Bidder may be written in any other language, but must be accompanied by an English translation of its relevant pages. In such a case, for the purpose of interpretation in relation to the bid, the English translation shall prevail.

8. Confidentiality

- 8.1 All information contained in this call for proposals, or which is communicated in further correspondence, or in the course of any subsequent negotiations, is confidential and is provided to Bidders under the terms of the Official Secrets Act 1989 (except where it is already in the public domain).
- 8.2 Bidders must not disclose any information supplied as part of this procurement process to any third party, member of staff or advisor, unless such person needs to receive the relevant information for the purposes of enabling a response to any procurement document.
- 8.3 With the exception of FOIA requests, all information provided by Bidders (except where required in law) will not be disclosed to a third party without written permission.

9. Freedom of Information

- 9.1 The Authority is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to the Authority – including as part of this Call for Proposal process – may be subject to disclosure to a third party in response to a FOIA request.



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- 9.2 The Authority may also decide to include certain information in the publication scheme which it maintains under the Act. If a Bidder considers that any of the information to be included in their Proposal(s) is commercially sensitive, this should be clearly indicated in their Proposal. An explanation (in broad terms) as to what harm may result from disclosure if a request is received should also be provided, along with the time period applicable to that sensitivity.
- 9.3 Bidders should be aware that, even where they indicate that information is commercially sensitive, the Authority may nonetheless be required to disclose it under the Act, if a request is received.
- 9.4 Please also note that the receipt of any material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.
- 9.5 In submitting an application, the Bidder accepts and acknowledges that the decision to disclose information and the application of any exemptions under the FOIA will be at the Authority's sole discretion. The Authority will, however, act reasonably and proportionately in exercising its obligations.

10. Publicity

- 10.1 Bidders must obtain written approval from the Authority before any disclosures are made to the press or in any other public domain regarding the Grant and this call for proposals.
- 10.2 No Bidder shall undertake any publicity activities with any part of the media in relation to this call for proposals without the express permission in writing of the Authority, including agreement on the format and content of any publicity.

11. Data Protection Act

- 11.1 The Authority will use the information Bidder's provide during the application assessment and the life of a grant (if awarded) to administer and analyse grants, and for our own learning purposes. Information included in an Application will be retained by the Authority. The Authority may give copies of all or some of this information to the Panel when assessing applications, or other Authority functions to administer the process, monitor grants and evaluate funding processes and impacts.
- 11.2 Bidder contact details (organisational contact, telephone number, website, email address, etc) may be shared with delivery partners and/or the Authority, but will not be shared with other third parties. The Authority may also use the information to contact Bidders by letter, fax, telephone or email.
- 11.3 We may share information with organisations and individuals with a legitimate interest in the Project. The Authority has a duty to protect public funds and for that reason the information may also be shared (in line with the Freedom of Information Act) with government departments, organisations providing matched funding or for the prevention and detection of crime.



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12. Copyright

- 12.1 All documents issued by the Authority in connection with this call for proposals is the copyright of the Authority. Bidders shall not reproduce any part(s) in any material form (including photocopying or storing it in any medium by electronic means) without the written permission of the Authority, other than for use strictly for the purpose of preparing their responses/proposals.
- 12.2 Any document at any time issued shall remain the property of the Authority and must be returned or destroyed upon demand.

13. Costs of Bidding

- 13.1 Bidders will be responsible for obtaining all information necessary for the preparation of their proposals. In addition, Bidders will bear all costs, expenses and liabilities incurred in connection with the preparation of such proposals and all further participation in the procurement process, regardless of whether such costs arise as a consequence, direct or indirect, of any amendments made by the Authority at any time.
- 13.2 The Authority reserves the right not to proceed with the procurement at any stage during the procurement process and shall not, in the event of discontinuance (whatever the cause) be liable for any costs incurred, directly or indirectly, by Bidders.

14. Non-canvassing & Non-collusion

- 14.1 Any Bidder who, in connection with the Project and the associated call for proposal process:
- Offers any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority or in connection with the arrangements;
 - Canvasses any of the persons referred to above in connection with the arrangements;
 - Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916;
 - Contacts any officer or adviser of the Authority about any aspect of the arrangements, except as authorised by this process including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Grant Agreement or for soliciting information in connection with the Grant Agreements,

will be disqualified from any further involvement in the procurement. This is without prejudice to any other remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Bidder may attract.



ANNEX A: Application Form

All sections of this Application Form must be completed. Although there is no specified word limit for each question please keep your answers concise and if necessary provide any primary evidence as an annex.

Pass/Fail questions are considered by the Authority to be “show-stoppers”; if you are unable to confirm “Yes” to a Pass/Fail question your proposal may be considered invalid and rejected.

No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q1.	Please confirm that you have read, understood and agree the Terms & Conditions in the Grant Agreement. [Pass/Fail]	0	0
R1.	Yes / No		
Q2.	Bidders can apply for up to £430,000 of grant funding. Please: <ul style="list-style-type: none"> ▪ Confirm the maximum value of award you are seeking ▪ Provide a fully costed breakdown of how this will be spent (salary, overheads, training etc) ▪ detail the frequency / payment profile 	3	30
R2.	[Free Text]		
Q3.	The Authority is not able to make funding payments in “advance of need”; however, in some circumstances payments in “advance of expenditure” are allowed. If your payment profile includes any monies to be paid in advance, please justify why.	3	30
R3.	[Free Text] – a profile proposing all payments in arrears will automatically achieve the maximum score.		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q4.	The successful Bidder must be able to commence delivery of the CTA role as soon as possible, but no later than 01 JUL 2014 Please confirm the earliest date you would be able to begin provision	3	30
R4.	[DD MMM YYYY]		
Q5.	Please provide an overview (timescale, activities, resource, vetting etc) of how you intend to approach mobilisation.	3	30
R5.	[Free Text]		
Q6.	For the Child Advocate role please provide a <ul style="list-style-type: none">▪ job description (what the individual filling the role will do), and▪ person specification (experience, skills and abilities the individual should have)	5	50
R6.	[Free Text]		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q7.	Please confirm that your bid is able to deliver the required services across all Geographic areas: The Greater Manchester area, including Manchester City, Stockport, Tameside, Oldham, Rochdale, Bury, Bolton, Wigan, Salford and Trafford The West Midlands area, including Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, and Wolverhampton Derbyshire Lancashire London Borough of Croydon Oxfordshire West Sussex [Pass/Fail]	0	0
R7.	Yes / No		
Q8.	Please explain in detail how you will achieve delivery across all required local authority areas, including how you will achieve a consistent level of approach.	5	50
R8.	[Free Text]		
Q9.	Please confirm that you have a proven track record of supporting child victims of trafficking. [Pass/Fail]	0	0
R9.	Yes / No		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q10.	Please confirm that you have a proven track record of providing advice in relation to the social care system, criminal justice system and immigration system. [Pass/Fail]	0	0
R10.	Yes / No		
Q11.	Please confirm that you have a proven track record of supporting children who are looked after children, or children in need. [Pass/Fail]	0	0
R11.	Yes / No		
Q12.	To demonstrate your track record in delivering services (Questions 9), please include evidence of the following in your application: <ul style="list-style-type: none">▪ The services you currently offer▪ How these services work with child victims of trafficking (including trafficking within the UK) and how these services are successful in supporting those children. The Authority will also consider supporting evidence in the form of past reports, evaluations, awards, commendations, appraisals or testimonials from other organisations and/or service users (this is not an exhaustive list).	5	50
R12.	[Free Text]		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q.13	<p>To demonstrate your track record in delivering services (Questions 10), please include evidence of the following in your application:</p> <ul style="list-style-type: none">▪ How you provide support in relation to immigration processes <p>The Authority will also consider supporting evidence in the form of past reports, evaluations, awards, commendations, appraisals or testimonials from other organisations and/or service users (this is not an exhaustive list).</p>	5	50
R13	[Free Text]		
Q.14	<p>To demonstrate your track record in delivering services (Questions 10), please include evidence of the following in your application:</p> <ul style="list-style-type: none">▪ How you provide support in relation to the criminal justice system <p>The Authority will also consider supporting evidence in the form of past reports, evaluations, awards, commendations, appraisals or testimonials from other organisations and/or service users (this is not an exhaustive list).</p>	5	50
R14	[Free Text]		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q.15	<p>To demonstrate your track record in delivering services (Questions 10 and 11), please include evidence of the following in your application:</p> <ul style="list-style-type: none">▪ How you provide support in relation to children's social care system (both looked after children but also children in need). <p>The Authority will also consider supporting evidence in the form of past reports, evaluations, awards, commendations, appraisals or testimonials from other organisations and/or service users (this is not an exhaustive list).</p>	5	50
R15	[Free Text]		
Q16.	Child trafficking victims can be very hard to engage with – please outline how your CTA's will achieve this.	5	50
R16.	[Free Text]		
Q17.	Please evidence how you will work in partnership with organisations that have a role in delivering services and support to Child Trafficking Victims e.g. Police, Health Practitioners, Youth Offending Teams etc.	3	30
R17.	[Free Text]		
Q18.	Please explain how you support other agencies to identify and assess potential cases of child trafficking.	3	30
R18.	[Free Text]		



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
Q19.	Please confirm that your proposal complies with <u>Office of the Immigration Services Commissioner</u> regulation requirements, as made under the provisions of <u>Part V of the Immigration and Asylum Act 1999</u> . [Pass/Fail] Any queries regarding OISC regulation / registration must be directed to OISC not to the CTA Project.	0	0
R19.	Yes / No		
Q20.	Please explain how you will comply with OISC requirements	5	50
R20.	[Free Text]		
Q21.	The Child Trafficking Advocate project will be independently monitored and evaluated during the course of the trial. Please confirm your commitment to all requested monitoring and evaluation. [Pass/Fail]	0	0
R21.	Yes / No		
Q22.	(A) Do you have a Child Protection Policy and if so can you provide it. (B) Please describe your personnel vetting procedures (e.g. background; suitability; CRB/DBS; Right to Work etc) for Staff delivering the CTA role. (C) What risk assessments will you undertake to ensure the safety of your Staff and any Child Victims?	5	50



No.	Question (Qx) / Response (Ry)	Weighting	Max. Score
R22.	(A) [Free Text] (B) [Free Text]		
Q23.	Please describe how you will ensure safe (and appropriate) transition arrangements when the trial ends. E.g. do you have alternative support worker provision that can continue support for any children still within the trial?	5	50
R23.	[Free Text]		
Maximum Score			570



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